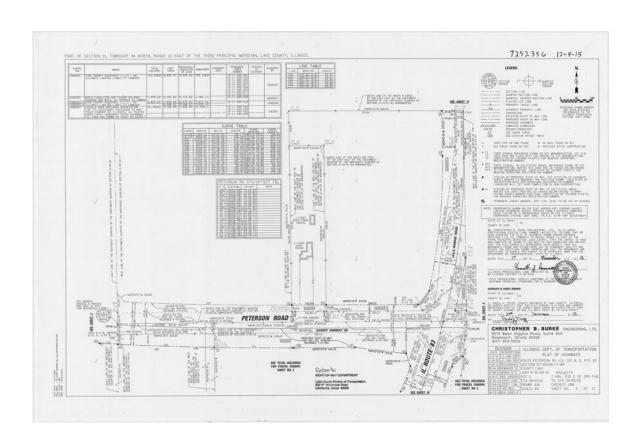


LCDOT PLAT GUIDELINES

- Plat of Highways LCDOT Checklist
- Example Legal Description
- LCSMC Restrictive Covenant Language for Plats
- Lake County Recorder's Office Guidelines
- Exhibit





PLAT OF HIGHWAYS & LEGAL DESCRIPTION CHECKLIST

REVISED 3/10/2017

A copy of this initialed and dated checklist shall be submitted to Lake County Division of Transportation along with the Plats of Highway and Legal Descriptions.

		<u>Initials</u> or N/A	<u>Date</u>
1.	Plat of Highways sheet size is 22" x 34".		
2.	A project cover sheet is required.		
3.	All lettering should be 1/10 th inch or greater.		
4.	Complete the project box in the lower right-hand corner.		
5.	Show survey company name, address and/or logo (if applicable) above the title box.		
6.	Show North Arrow, up or to the right and appropriate scale bar on each page.		
7.	Coordinates for all projects should be based on Illinois State Plane Coordinate System, East zone, NAD83 (Adjustment). The referenced NGS monumentation should be noted on the plat.		
8.	Plat will include the following notes:		
	 Bearings and distances shown hereon reference the Illinois State Plane Coordinate System, East Zone, North American Datum of 1983 (adjustment year) "grid". NOTE: added "grid" for those who look at the plats, such as appraisers, and are not aware that state plane and grid are synonymous and it ties into the next statement. All measured and calculated distances are "grid" not "ground". To obtain ground distances, divide grid distances shown by the combination factor of 0.xxxxxxxx. Areas shown on this plat are "ground". 		
9.	Label the Section, Township, Range, Principal meridian and County at the top of each applicable sheet.		
10.	Label all subdivisions, (incl. recording date and document number), blocks, and lots on the plat of highways.		
11.	All known recording dates and document numbers (subdivision, right-of-way, deed, etc.) will be included in the legal descriptions.		
12.	Show all section/quarter section corners and ties on the Plat of Highway. These should relate to the ties on the corresponding monument records. Label the monument recording date and document number.		
13.	Show necessary land lines with proper line types (section lines, lot lines, property lines, etc.)		
14.	 Indicate and label the following lines (use the proper IDOT line types): Existing and proposed right-of-way lines (use the proper line types) Existing and proposed access control lines Existing roadway easements lines and proposed easement lines 		
15.	Show width of existing right-of way at least once per sheet.		

16.	Reference the documents which established the existing right-of-way or "As monumented and occupied" on the plat of highway.		
17.	Acquiring Fee to Dedicated Right of Way		
	Obtain the fee interest in right of way. When the owner has a fee interest to dedicated right of way that is adjacent to the property, the fee interest is acquired for that portion of the right of way which lies between the existing right of way line and the property line. This would be in addition to any new right of way required. This procedure will eliminate the owner from having to pay taxes on the dedicated right of way and will make it easier for utility companies to obtain permits.		
18.	Show all distances and bearings as used in the legal descriptions.		
19.	Show the radius (R), length (L), chord length (CH) and chord bearing (CB) for all curves as		
20.	used in the legal descriptions (Use curve tables as applicable). Label the Point of Commencing (P.O.C.) and Point of Beginning (P.O.B.) for every parcel		
20.	when applicable.		
	Total holding property (including contiguous property) should be shown and labels	-	
21.	(bearings, distances, angles, etc.) will be identical to the title report legal description.		
22.	Use land hooks to show common lines of ownership for contiguous property.		
23.	The property line symbol should be shown on all sides of the total holding parcel.		
24.	Indicate any land locked remainders.		
25.	Parcel numbers are to be shown as four (4) digits and boxed in a rectangle. Use the suffix "PE" for Permanent easement "TE" for temporary easement and "AC" for access control. No suffix is needed for a parcel being conveyed.		
26.	Areas shall be shown to the nearest 0.001 Acre. All parcels 0.010 of an acre or less should	-	
	also be shown to the nearest square foot.		
27.	Complete the Parcel Table:		
	Parcel Number		
	Total Holdings Acres		
	Part Taken Acres (Include Square Feet when 0.010 of an acre or less)		
	Areas in existing R.O.W. Acres (prescription, monumented, occupied or common law) Resolved as Acres.		
	Remainder Area Acres Tosement Area Acres (Include Square Feet when 0.010 of an acre or loss)		
	 Easement Area Acres (Include Square Feet when 0.010 of an acre or less) Parcel Index Number (List all P.I.N.'s for the total holdings) 		
28.	Complete the Index Table on cover or as 2nd sheet if too many parcels for cover:		
20.	Parcel Number		
	Owners' Name (as listed in the title commitment)		
	Sheet Number		
	Property Acquired By		
29.	Legal Description Heading to be on right side & on each sheet:	·	
	• Route		
	• Section		
	• County		
	Parcel Number		
	Beginning to ending station (Both stations should be from same center line)		
	 Parcel Index Number (List only P.I.N.'s for the affected parcel) 		

30.	Legal Descriptions will include the following:	
	CAPTION FORMAT: " In (Name) County, Illinois, bearings and distances	
	Based on the Illinois State Plane Coordinate System, East Zone, NAD83	
	(Adjustment year), with a combined factor of	
	BODY OF LEGAL SND WITH A DEAL STATEMENT OF LANGUAGE A	
	END WITH AREA STATEMENT: Said parcel Containing X.XXX acres, more or	
	less, of which X.XXX acres, more or less, was previously dedicated or used	
	for highway purposes.	
31.	The type and use of all buildings on the total holding should be indicated.	
	 All buildings within 100 feet of the proposed right-of-way or easement 	
	should be dimensioned and tied perpendicular to the proposed right-of-way.	
	 All buildings beyond 100 feet from the proposed right-of-way or 	
	easement should just be outlined on the plat.	
32.	Show and label all private improvements in the proposed/existing Right-of-Way and proposed	
	easement lines in the parcel. This includes fences, signs, light standards, private utilities, canopies,	
	driveways, parking lots, etc.	
33.	Show all fuel pump islands with perpendicular ties to the proposed right-of-way	
	or proposed easements.	
34.	Show all encroachments within the existing right of way.	
	(This would include parking areas)	
35.	Label the route and street name designation once per sheet.	
36.	Label the project's beginning and ending stations	
37.	Show the proposed centerline and label with IDOT stationing for State highways and	
	LCDOT stationing for County highways, including all station equations.	
38.	Label the station and offset at the following points:	
	All proposed take and easement corners.	
	 Intersection of all property lines with the proposed right-of-way lines and easement lines. 	
39.	The station of the intersection of the proposed centerline with all Section and Quarter	
	Section lines should be shown.	
40.	The bearing and distance of all section and quarter section lines measured for the project	
	shall be shown.	
41.	Show all found monumentation with reference to true corner location. (Note: Following the	
	completion of construction, all property corner monumentation found where new R.O.W. was	
	not acquired shall be verified to still be in place. Any property corner monumentation destroyed	
	within project limits during construction is to be replaced in the previously located positions. This	
	will be coordinated with the Resident Engineer).	
42.	Show all set monumentation. (Note: Monumentation for proposed R.O.W. is to be placed after	
	completion of construction in areas that may be disturbed during construction, e.g., temporary	
	construction easements. The consultant will be notified by the Resident Engineer).	

L	ist in tabular form the state plane coordinates for:
	 All centerline and/or survey baseline control points
	• P.C., P.I., P.T.
	Station equations
	Project begin and project end points
	Proposed right of way monuments
	All found monumentation within project limits
	All section/quarter section corners utilized. Provide header for coordinate table tout how (see helew).
ŀ	Provide header for coordinate table text box (see below).
	PROJECT COORDINATES
	Illinois State Plane, East Zone, NAD 83 (Adjustment Year)
I r	Provide legend for all symbols and abbreviations used on plat. f a proposed take is in a recorded subdivision, any easements or setback lines shown on the recorded plat that affect the subject parcel are to be shown. All plat sheets shall include the following statement and signature block for the County Engineer,
I r	f a proposed take is in a recorded subdivision, any easements or setback lines shown on the recorded plat that affect the subject parcel are to be shown.
I r	f a proposed take is in a recorded subdivision, any easements or setback lines shown on the recorded plat that affect the subject parcel are to be shown. All plat sheets shall include the following statement and signature block for the County Engineer, revised with the Lake County Engineer's name and the appropriate County Highway number(s): STATE OF ILLINOIS))SS

Items 47 and 48 shall be completed after initial approval.

- 47. Monument Record Documents should be prepared and recorded for Section/Quarter Section corners utilized for which no Monument Record exists. New Monument Records should be prepared and recorded for those documents which show ties within the proposed right-of-way.
- 48. Submit one complete set of signed and sealed mylars, a MicroStation file (.dgn), a .pdf file of the signed Plat of Highways, and the legal descriptions in Microsoft Word format and in a .pdf file.

Route : Old McHenry Road (County Highway 32)

Section: 11-00083-09-RS

County: Lake

Job No.:

Parcel: 0003-A

Sta. 15+40.18 To Sta. 15+73.00

Index No. 15-30-100-019

That part of the Northwest Quarter of Section 30, Township 43 North, Range 11 East of the Third Principal Meridian, in Lake County, Illinois, bearings and distances are based on the Illinois Coordinate System, NAD 83(2011) East Zone, with a combination factor of 0.9999548166, described as follows:

Commencing at the southeast corner of Lot 2 in Fannings Subdivision, being a subdivision of part of the Northwest Quarter of Section 30, Township 43 North, Range 11 East of the Third Principal Meridian, according to the plat thereof recorded August 1, 1962 as document number 1157511, being also a point on the center line of Old McHenry Road recorded November 17, 1942 as document number 521242; thence on an Illinois Coordinate System NAD 83(2011) East Zone bearing of South 60 degrees 16 minutes 50 seconds East along the said center line of Old McHenry Road, a distance of 222.29 feet to the point of beginning; thence North 29 degrees 43 minutes 10 seconds East, a distance of 40.00 feet to the northeasterly right of way line of Old McHenry Road recorded November 27, 1942 as document number 521617; thence North 64 degrees 01 minute 37 seconds East, a distance of 12.11 feet to the east line of the grantor according to special warranty deed recorded September 4, 2014 as document number 7128488; thence South 2 degrees 14 minutes 50 seconds West along the east line of the grantor according to said special warranty deed, a distance of 56.35 feet to the said center line of Old McHenry Road; thence North 60 degrees 16 minutes 50 seconds West along the said center line of Old McHenry Road, a distance of 32.82 feet to the point of beginning.

Said parcel containing 0.022 acre, more or less, of which 0.021 acre, more or less, was previously dedicated or used for highway purposes.



The following are examples of legal descriptions when extending the right of way to the centerline of the road.

LEGAL DESCRIPTION - PARCEL 003

That part of the Northeast Quarter of Section 31, Township 46 North, Range 10 East of the Third Principal Meridian described as follows: Commencing at the northeast comer of said Northeast Quarter; thence South 0 degrees 23 minutes 30 seconds East, 40.00 feet along the east line of said Northeast Quarter; thence South 89 degrees 27 minutes 46 seconds West, 148.00 feet along a line parallel with and 40.00 feet south of the north line of said Northeast Quarter to the west line of the east 148.00 feet of said Northeast Quarter for the Point of Beginning; thence continuing South 89 degrees 27 minutes 46 seconds West, 213.51 feet to the west line of land described in Document No. 5720634 recorded January 20, 2005; thence North 0 degrees 23 minutes 30 seconds West, 40.00 feet along said west line to the north line of said Northeast Quarter; thence North 89 degrees 27 minutes 46 seconds. East, 213.51 feet along said north line to the west line of the east 148.00 feet of said Northeast Quarter; thence South 0 degrees 23 minutes 30 seconds East, 40.00 feet along said west line to the Point of Beginning, all in Lake County, Illinois. Said parcel contains 0.196 acres more or less, of which 0.162 acres more or less have been previously used or dedicated.

LEGAL DESCRIPTION - PARCEL 004

That part of the Northeast Quarter of Section 31, Township 46 North, Range 10 East of the Third Principal Meridian described as follows: Beginning at the northeast comer of said Northeast Quarter; thence South 0 degrees 23 minutes 30 seconds East, 40.00 feet along the east line of said Northeast Quarter; thence South 89 degrees 27 minutes 46 seconds West, 148.00 feet along a line parallel with and 40.00 feet south of the north line of said Northeast Quarter to the west line of the east 148.00 feet of said Northeast Quarter; thence North 0 degrees 23 minutes 30 seconds West, 40.00 feet along said west line to the north line of said Northeast Quarter; thence North 89 degrees 27 minutes 46 seconds East, 148.00 feet along the north line of said Northeast Quarter to the Point of Beginning, all in Lake County, Illinois. Said parcel contains 0.136 acres more or less, of which 0.112 acres more or less have been previously used or dedicated.



STA'	ATE OF ILLINOIS) SS:	
COU	UNTY OF LAKE)	
	STORMWATER/DRAINAGE RESTRICTIVE O	COVENANT BY DEED
	, fee owner of the following described real prop	perty located in the
	, County of Lake, State of Illino	is, being the owner of all
that c	certain real estate designated and described as follows,	
	[Legal Description]	
said _J	parcel(s)/lot(s) to be subject to the following covenants:	
1.	Use Restriction. A restrictive covenant running with the la stormwater and drainage facilities are reserved on the following	
	[Legal Description of Restrictive Cov	renant Area]
	Within these restricted areas, no structure, planting, or other may which may damage or interfere with the installation or perform floodplain, wetlands & buffer areas or which may change the channels in the restricted areas, or which may obstruct or retain drainage channels in the restricted area. The restricted area of the owner of the parcel or lot.	mance of stormwater and drainage facilities direction of flow of stormwater or drainage rd the flow of water through stormwater and
2.	Term. This covenant is to run with the land and shall be bindipersons claiming under them, and all public agencies, for a per are recorded.	
3.	Enforcement. Enforcement shall be by proceedings at law of threatening to violate any covenant either to restrain violation of undertaken by any grant or grantee in the chain of title, any pradversely affected by any violation or threat to violate this coverant management commission.	or to recover damages. Enforcement may be operty owner lying downstream or upstream
4.	Reference. This restrictive covenant shall be referenced of conveyance for the subject parcel(s)/lot(s).	n all deeds or other future instruments of
	In Witness Whereof	_, the fee owner, has
	caused these presents to be signed and acknowledged, this	day of
	, 2	

By: _____

COUNTY OF LAKE)	,	
STATE OF ILLINOIS))	SS:

STORMWATER/DRAINAGE RESTRICTIVE COVENANT BY PLAT

, fee owner of the follow	ving described real property located in the
, County of Lake	e, State of Illinois, such property being the
real property now duly platted as,	as such plat is now recorded as Document
No, in the office of the Recorder of	f Deeds of the County of Lake, State of
Illinois, makes the following declarations as to limitati	ons, restrictions and uses to which those
areas designated as stormwater & drainage ways or fl	oodplain wetland & buffer areas in said
parcel/subdivision may be put, and specifies that such de-	clarations shall constitute covenants to run
with all the land, as provided by law, and shall be binding	g on all parties and their successors, and all
persons claiming under them, and for the benefit of and	d limitations on all future owners in such
parcel/subdivision and the surrounding and downstream	and upstream areas, this declaration being
in compliance with applicable stormwater and drainag	e rules, regulations, and ordinances, and
suitable for such stormwater retention and drainage pathw	ays and facilities, as specified herein:

1. **Use Restriction**. A restrictive covenant running with the land for the installation and maintenance of stormwater and drainage floodplain wetlands & buffer areas are reserved as shown on the recorded plat. Within these restricted areas, no structure, planting, or other material shall be placed or permitted to remain which may damage or interfere with the installation or performance of stormwater and drainage floodplain wetland & buffer areas, or which may change the direction of flow of stormwater or drainage channels in the restricted areas, or which may obstruct or retard the flow of water through stormwater and drainage channels in the restricted area. The restricted area of each lot shall be maintained continuously by the owner of the lot, except for those improvements for which a public authority or a homeowners association has formally accepted responsibility.

- 2. **Term** This covenant is to run with the land and shall be binding on all parties and their successors and all persons claiming under them, and all public agencies, for a perpetual period from the date these covenants are recorded.
- 3. **Enforcement.** Enforcement shall be by proceedings at law or in equity against any person violating or threatening to violate any covenant either to restrain violation or to recover damages. Enforcement may be undertaken by any grantor or grantee in the chain of title, any property owner in the subdivision, any property owner lying downstream or upstream adversely effected by any violation or threat to violate this covenant, or the host municipality or stormwater management commission.

4.	Reference. This restrictive covenant shall be reformed of conveyance for all lots or parcels in said		
	In Witness Whereof presents to be signed and acknowledged, this		

SMC EXAMPLE

STATE OF ILLINOIS)		
COUNTY OF LAKE))	SS:
WETLAN	D AND	WETLA!	ND BUFFER RESTRICTIVE COVENANT BY DEED
located in the [Name of	Subdiv		e owner of the following designated and described real property oplicable], [City or Village], County of Lake, State of Illinois:
_		•	

[Legal Description]

hereby makes the following declarations as to limitations, restrictions and uses to which those areas designated as WETLAND and WETLAND BUFFER in said property may be put, and specifies that such declarations shall constitute covenants to run with all the land, as provided by law, and shall be binding on all parties and their successors, and all persons claiming under them, and for the benefit of and limitations on all future owners of said property and the surrounding and downstream and upstream areas, this declaration being in compliance with applicable wetland regulations, stormwater and drainage rules, and ordinances as specified herein:

- 1. <u>Purpose.</u> The purpose of this restrictive covenant is to perpetually preserve the wetland(s) and associated buffer(s) in their natural condition. Specifically, this covenant will serve to protect the wetland and buffer areas identified in the permit documents [REFERENCE LAKE COUNTY WATERSHED DEVELOPMENT PERMIT # and/or U.S. ARMY CORPS OF ENGINEERS PERMIT #].
- 2. <u>Prohibited Actions</u>. Any activity on, or use of, the wetland and buffer that is inconsistent with the purpose of this covenant is expressly prohibited. By way of example, but not by way of limitation, the following activities and uses are explicitly prohibited:
 - i. <u>Division</u>. Any division or subdivision of the wetland and buffer areas is prohibited.
 - ii. <u>Commercial Activities</u>. Any commercial activity on the wetland and buffer areas, except for passive recreational activity, is prohibited.
 - iii. <u>Industrial Activities</u>. Any industrial activity on the wetland and buffer areas is prohibited.
 - iv. <u>Construction</u>. The placement or construction of any human-made structure or feature on the wetland and buffer areas including, but not limited to, buildings, fences, roads, and parking lots is prohibited.
 - v. <u>Vegetation</u>. Any cutting, mowing, plowing, or removal of trees or other vegetation in the wetland and buffer areas is prohibited, except for the cutting or removal of trees which pose a threat to human life or property. Removal of non-native vegetation from the wetland and buffer areas is permitted, if conducted in accordance with an approved maintenance plan.
 - vi. <u>Land Surface Alteration</u>. Any alteration of the land surface in the wetland and buffer areas is prohibited, including, but not limited to, the placement of dredged or fill material, excavation, and grading. In addition, mining of any substance that must be quarried or removed by methods that will consume or deplete the surface estate, including, but not limited to, the removal of topsoil, sand, gravel,

SMC Example Covenant for Wetland and Wetland Buffer Restrictive Covenant by Deed Page 2

- rock, and peat, and exploring for, developing, and extracting oil, gas, hydrocarbons, or petroleum products are all prohibited activities in the wetland and buffer areas.
- vii. <u>Utilities</u>. Unless included as part of the permitted plans, no underground or overhead utility lines shall be allowed in the wetland and buffer areas, including, but not limited to sewer, water, electrical, gas, telephone, and cable television. Existing lines may remain, but any proposed maintenance work requiring intrusion into wetland and buffer areas shall require prior written authorization from the Lake County Stormwater Management Commission ("SMC"), except for emergency repair of utility lines that pose a threat to human health and safety.
- viii. <u>Dumping</u>. Waste, debris, and unsightly or offensive material is not allowed and may not be accumulated on the wetland and buffer areas.
- ix. <u>Water Courses</u>. Natural water courses, lakes, wetlands, or other bodies of water may not be altered.
- x. <u>Off-Road Recreational Vehicles</u>. Motorized off-road vehicles including, but not limited to, snowmobiles, dune buggies, all-terrain vehicles, and motorcycles may not be operated on the wetland and buffer areas, except on designated trails shown on the permitted plans.
- xi. <u>Signs and Billboards</u>. Billboards are prohibited. Signs are prohibited, except the following signs may be displayed to specifically state: 1) The name and address of the property or the owner's name;.2) the area is a protected wetland/conservation area; 3) prohibition of any unauthorized entry or use; or 4) an advertisement for the sale or rent of the Property.
- 3. <u>Term.</u> This covenant is to run with the land and shall be binding on all parties and their successors and all persons claiming under them, and all public agencies, for perpetuity from the date these covenants are recorded.
- 4. <u>Enforcement</u>. Enforcement shall be by proceedings at law or in equity against any person violating or threatening to violate any covenant either to restrain violation or to recover damages. Enforcement may be undertaken by any grantor or grantee in the chain of title, any adjoining property owner, any property owner lying downstream or upstream adversely effected by any violation or threat to violate this covenant, the host municipality, the SMC, or the U.S. Army Corps of Engineers ("USACE").

5.	Reference. This restrictive covenant shall be referenced on the deed or other instruments of conveyance					
	for said property.					
In Wi	tness Whereof	, the fee own	er, has caused these			
prese	nts to be signed and acknowledged, this	day of	, 2			

By:

SMC EXAMPLE

STATEO	FILLINOIS)
COUNTY	OF LAKE)
	WETLAND AND WETLAND BUFFER RESTRICTIVE COVENANT BY PLAT
being the r now record Deeds of t restrictions parcel/subo the land, a claiming u and the su	
buffer(areas	e. The purpose of this restrictive covenant is to perpetually preserve the wetland(s) and associated s) in their natural condition. Specifically, this covenant will serve to protect the wetland and buffer identified in the permit documents [REFERENCE LAKE COUNTY WATERSHED LOPMENT PERMIT # and/or U.S. ARMY CORPS OF ENGINEERS PERMIT #].
this co	ited Actions. Any activity on, or use of, the wetland and buffer that is inconsistent with the purpose of venant is expressly prohibited. By way of example, but not by way of limitation, the following es and uses are explicitly prohibited:
i.	<u>Division</u> . Any division or subdivision of the wetland and buffer areas is prohibited.
ii.	<u>Commercial Activities</u> . Any commercial activity on the wetland and buffer areas, except for passive recreational activity, is prohibited.
iii.	<u>Industrial Activities</u> . Any industrial activity on the wetland and buffer areas is prohibited.
iv.	<u>Construction</u> . The placement or construction of any human-made structure or feature on the wetland and buffer areas including, but not limited to, buildings, fences, roads, and parking lots is prohibited.
v.	<u>Vegetation</u> . Any cutting, mowing, plowing, or removal of trees or other vegetation in the wetland and buffer areas is prohibited, except for the cutting or removal of trees which pose a threat to human life or property. Removal of non-native vegetation from the wetland and buffer areas is permitted, if conducted in accordance with an approved maintenance plan.
vi.	<u>Land Surface Alteration</u> . Any alteration of the land surface in the wetland and buffer areas is prohibited, including, but not limited to, the placement of dredged or fill material, excavation, and

grading. In addition, mining of any substance that must be quarried or removed by methods that will consume or deplete the surface estate, including, but not limited to, the removal of topsoil,

sand, gravel,

SMC Example Covenant for Wetland and Wetland Buffer Restrictive Covenant by Plat Page 2

- rock, and peat, and exploring for, developing, and extracting oil, gas, hydrocarbons, or petroleum products are all prohibited activities in the wetland and buffer areas.
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- x. <u>Off-Road Recreational Vehicles</u>. Motorized off-road vehicles including, but not limited to, snowmobiles, dune buggies, all-terrain vehicles, and motorcycles may not be operated on the wetland and buffer areas, except on designated trails shown on the permitted plans.
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- 3. <u>Term.</u> This covenant is to run with the land and shall be binding on all parties and their successors and all persons claiming under them, and all public agencies, for perpetuity from the date these covenants are recorded.
- 4. <u>Enforcement</u>. Enforcement shall be by proceedings at law or in equity against any person violating or threatening to violate any covenant either to restrain violation or to recover damages. Enforcement may be undertaken by any grantor or grantee in the chain of title, any property owner in the subdivision, any property owner lying downstream or upstream adversely effected by any violation or threat to violate this covenant, the host municipality, the SMC, or the U.S. Army Corps of Engineers ("USACE").

 Reference. This restrictive covenant shall be referenced on the deed or other instruments of conveyance said property. 				
In Witness Whereof	, the fee owner, has cau	sed these		
presents to be signed and acknowledged, this	day of	_, 2		
	·			
	By:			

PLATS

Guidelines for Recording

The following guidelines based on statutory requirements are offered to help in the preparation, execution and recordation of various plats. It is my hope as Lake County Recorder, that these guidelines are helpful to our customers and landowners. Should you have additional questions or need further clarification, please do not hesitate to contact my office at (847) 377-2575. We look forward to serving you with courtesy and efficiency!

Lake County Recorder Of Deeds

18 N County St – 6th Floor Waukegan, IL 60085-4358

Phone: (847) 377-2575 Fax: (847) 984-5860

e-mail: recorder@lakecountyil.gov website: www.lakecountyil.gov/recorder

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Subdivision of Land

Illinois Compiled Statutes Ch. 765 Act 205

Whenever the owner of land subdivides it into 2 or more parts, any of which is less than 5 acres, he must have it surveyed and a subdivision plat thereof made by an Illinois Registered Land Surveyor. If any city, village or town has adopted an official plan, or part thereof, the plat of land situated within the area affected thereby must conform to the official plan or part thereof. (Requirements apply to Plats of Resubdivision, Planned Unit Developments and Consolidations as well.)

No subdivision plat is required in the instances outlined per the Plat Act Affidavit (see attachment), however the completed Plat Act Affidavit must be recorded with the deed.

Recording Requirements Checklist

- Is the plat an original between 8½" x 14" and 30" x 36"? (pg. 4)
- Has the Surveyor authorized another party to record the plat by a statement with his original signature and seal? (May be on a separate piece of paper, but must include the surveyor's original signature and seal.) (pg.4)
- Does the plat contain the name and address of the party submitting the recording? (pg. 4)
- Does plat have a mail-to address specified? (pg. 5)
- Has the Surveyor signed and sealed the plat after completing the legal description, a description of public ways and utilities, a certificate stating the location of the property within a municipality or the county, FEMA certification, and Department of Natural Resources approval? (pg. 6)
- Has the owner, his representative, or a Trust Officer signed the plat and included the printed name and address of the signer? (pg. 5)
- Has the owner, his representative, or a Trust Officer signature been notarized and the notary seal affixed? (pg. 5) (All owners must be notarized.)
- Has the owner submitted the School District Certificate? (not applicable for Plats of Resubdivision, Planned Unit Developments or Consolidations) (May be on a separate piece of paper, but must include the owner's signature(s) and must be notarized.) (pg. 5)
- Have the municipal corporate authorities approved the plat and indicated same by signatures, date and seals? (pg. 7)
- Has the municipal collector signed off on the plat? (Not necessary for property in unincorporated Lake County.) (pg. 7)
- Has the county plat officer approved the plat and signed and sealed it? (Only for property in unincorporated Lake County.) (pg. 7)
- Has LCDOT or IDOT signed and sealed the plat? (applies to plats with applicable roads) (pg. 7)
- Has the county clerk certified tax payment and signed and sealed the plat? (pg. 7)

General Plat Requirements

- 1. Plats must measure at least 8½" x 14", but no larger than 30" x 36".
- 2. We suggest additional copies be submitted at the time of recording for the customer's use. The Recorder's Office can provide copies at the time of recordation for a fee of \$5.00 per page.
- 3. Plats containing blank or illegible signature certificates will not be accepted for recording.
- 4. Plats of Subdivision, Resubdivision, Planned Unit Developments or Consolidations must be presented for recording by the Registered Land Surveyor who signed and sealed the plat. The surveyor may designate another party to submit the plat for recording on a certificate on the plat or by a separate letter. This designation must include the original surveyor signature and <u>seal.</u>
- 5. All plats must contain the name and address of the person actually submitting the plat for recording.
- 6. The names of all persons signing the plat must be typed or printed under or next to each signature except for notaries, as the notary seal is sufficient. The notary seal must be readable so the expiration date can be confirmed.
- 7. Corporate and municipal seals should be affixed to the plat where applicable.
- 8. *Note:* The Recorder's Office assumes that all statutory requirements enforced by the municipality and/or county have been met as verified by the approval and signatures of the municipal and/or county officers.
- 9. Plats of Consolidation are referenced in the Lake County Unified Development Ordinance (UDO) and some municipal development ordinances to address the use of more than one parcel for development purposes. Plats of Consolidation must meet all the requirements of a Plat of Resubdivision and should be renamed to reflect the new identity of the consolidation.

Public Act 92-0361 effective 1/1/02 provides that a plat of consolidation is exempt from municipal approval if the sole purpose of the consolidation is to bring a non-conforming parcel into conformance with local zoning requirements. The county must notify all municipalities located within 1 $\frac{1}{2}$ miles of the subject property within 10 days after receiving a request. This exemption does not apply for an area in excess of 10 acres or to any consolidation that results in a plat of more than 10 individual lots flowing the consolidation.

Consolidations for combining tax parcels for tax purposes can be made by written request of the property owner to the Map Services Department. This type of consolidation does not change the underlying lot numbers in the subdivision. To create

- a new lot of record, a Plat of Subdivision or Plat of Resubdivision should be prepared and named for example, Plat of Subdivision Smith Consolidation. (Rev. 12/15/97)
- 10. Plats of Survey and Highway Plats will be accepted for recording and indexed by property owner name. Additional signature certificates are not required. A clear designation of the owner, highway or property name will facilitate indexing and retrieval of the plat. (Rev. 12/31/97)
- 11. Mail-to name and address are required.

Owner's Certificate

- 1. The plat must contain a signature certificate with original signatures of the landowner or a representative of the owner.
- 2. If the property is owned under a Trust, the Trust Officer signature and seal of the bank (if available) must be included on the plat.
- 3. The name and address of the owner(s) or Trust Officer are to be printed under each signature.
- 4. The signature of the owner(s) must be acknowledged by a Notary Public and a legible seal for the notary stamped on the plat.
- 5. Public Act 90-286 (765 ILCS 205/1.005) requires when an owner is required to file a plat pursuant to Section 1 of the Plat Act, the owner shall submit simultaneously with the subdivision plat a notarized statement indicating to the best of the owner's knowledge, the school district in which each tract, parcel, lot or block lies. Can be a certificate on plat or separate paper. If statement included on plat, owner(s) signature and acknowledgement need not be provided twice. (not applicable for Plats of Resubdivision or Consolidation)

Recorder's Certificate

The Recorder's file stamp will indicate the date and time of recording and assign a document number.

Surveyor's Certificate

- 1. The plat must contain a complete legal description of the property being subdivided or resubdivided.
- 2. The plat must particularly describe and set forth all public streets, alleys, ways for public service facilities, ways for utility services and community antenna television systems, parks, playgrounds, school grounds or other public grounds, and all the tracts, parcels, lots or blocks, and numbering all such lots, blocks or parcels by progressive numbers, giving their precise dimensions. Additional topographical and profile studies may be prepared as subsidiary studies. (For further reference see 765 ILCS 205/1)
- 3. Surveyor's certificate must state if the land is or is not within any incorporated city, town or village, or within 1.5 miles of the corporate limits of any incorporated city, town or village which has adopted a city plan and is exercising the special powers authorized by Division 12 of Article 11 of the Illinois Municipal Code, as now or hereafter amended, and not included in any municipality. (See attached Samples of Surveyor's Certificates)
- 4. Surveyor's certificate must indicate whether any part of the land is located within a special flood hazard area as identified by the Federal Emergency Management Agency (FEMA).
- 5. Any land bordering on or including any public waters of the State must be approved by the Department of Natural Resources. Sample certificate:

Approved by the Department of Natural Resources of the State of Illinois insofar as this
subdivision plat, showing lands bordering upon or including public waters of the State of
Illinois, relates to the provisions of 615 ICLS 5/7, "An Act in relation to the regulation of rivers,
lakes and streams of the State of Illinois" approved June 10, 1911, as mended, requiring
review and approval by said Department as to the boundary line between private interests
and public interests. Dated at Springfield, Illinois, this _day of, 2,
State of Illinois by its Department of Natural Resources

6. The original plat must contain the Surveyor's original signature and seal, which may either be printed or embossed/raised. (For further reference see 225 ILCS 330/15)

Municipal Certificates

1. The corporate authorities may provide by ordinance that any map, plat or subdivision of any block, lot, sub-lot, or part thereof, shall be submitted to the corporate authorities, or to some officer to be designated by them, for approval prior to being accepted for recording. (65 ILCS 5/11-15-1)

The municipality or county shall not approve the plat unless the topographical and profile studies to be submitted with the subdivision plat have on their face the signed statement of a Registered Professional Engineer, and the owner of the land or his duly authorized attorney, a statement re: the drainage of surface waters. The topographical and profile studies shall not be recorded but shall be retained and filed by the municipality or county.

Neither should the municipality or county approve a plat until the Illinois Department of Transportation, local highway authority, and or local health departments have provided written approval as needed.

- 2. Corporate approval must be indicated by the signature of the mayor/president and attested to by the municipal clerk with the date of approval included. Corporate approval signed by City Clerk only is acceptable as long as date of approval is listed.
- 3. Village seal must be applied/embossed.
- 4. Approval by a municipal Planning Commission <u>may</u> be indicated by the signature of the chair of said commission including the date of approval.
- 5. The municipal collector or other municipal representative must sign off attesting to any unpaid special assessments.

County Certificates

- 1. If county approval is required (based on description included in Surveyor's Certificate), the County Plat Officer must sign and seal the plat.
- 2. If the plat includes a County Highway, the Lake County Division of Transportation must sign the applicable certificate (see samples) allowing or prohibiting access (765 ILCS 205/2).
- 3. The County Clerk must certify that there are no delinquent general taxes, unpaid current general taxes, delinquent special assessments or unpaid current special assessments against any of the land included in the described property. The certificate must be signed and <u>sealed</u> by the County Clerk or an authorized staff member. (35 ILCS 200/9-55) A sample County Clerk certificate can be found on page 12.

Condominium Plat & Declaration

Illinois Compiled Statutes Ch. 765 Act 605/4-5

Condominium Plat - This is a plat of survey of the land parcel and all units in the property. The Condominium Plat shall consist of a horizontal and vertical delineation (drawing) of each unit. These unit drawings within the Condominium Plat must provide linear measurements and location of building improvements and/or structures located on the parcel. The unit drawing must also provide the elevations above and below and measurements of finished or unfinished interior surfaces of floors and ceilings; the measurements of finished or unfinished interior surfaces of all perimeter walls; locations of wall surfaces and/or unit boundaries with respect the exterior boundaries as projected upward. The plat (unit) drawings must also provide measurements of the perimeter boundaries of that part of the property which constitutes a unit or any part thereof. Each unit shall be identified on the plat by a distinguishing number or symbol.

General Condominium Plat Recording Requirements

- 1. Plats must measure at least 8½" x 14", but no larger than 30" x 36".
- 2. Plat must contain legal description and signature certificate from the Registered Land Surveyor as preparer of the plat including an original signature and the surveyor's seal.
- 3. Plat must contain floor and ceiling elevations of condominium units.
- 4. Each unit must be identified by number or symbol as stated in the Declaration.
- 5. 1 original Condominium Plat and Declaration and 3 copies of each must be provided to the Recorder's Office.

Condominium Declaration

The Condominium Plat must be filed simultaneously with the Declaration.

The contents of the Declaration are as follows:

- The legal description of the parcel.
- The legal description of each unit w/identifying number or symbol.
- The name of the condominium, including the word Condominium.
- The name of the city and county where the condominium is located.
- The percentage of ownership interest in each unit. (Must total 100%.)
- The Declaration must also have preparer's name.
- The Declaration must also have the mail-to information.
- Declaration must be signed, dated and notarized. (Signed by owner, developer, declarant.)

Please note that the Recorder's office assumes, where it is applicable, that all statutory requirements enforced by the county and/or the municipality have been met.

Recording Requirements for Amendment to a Declaration for Condominium

1 original and 3 copies required for the Recorder

Illinois Compiled Statutes Ch. 765 Act 605/17 & 25

- Legal description.
- Name of the Condominium.
- Document number of the original recorded Condominium.
- Reference in language to pages/exhibits being amended.
- Amendment must have preparer's name.
- Amendment must have the mail-to information.
- Amendment must be signed, dated and notarized. (Signed by owner, developer, declarant.)

Recording Requirements for Amendment that Adds Units

1 original and 3 copies required for the Recorder

Illinois Compiled Statutes Ch. 765 Act 605/17 & 25

- Name of the Condominium.
- Document number of the original recorded Condominium.
- Legal description of each unit w/identifying number or symbol.
- Percentage of ownership interest in each unit. (Must total 100%.)
- Amendment must have preparer's name.
- Amendment must have the mail-to information.
- Amendment must be signed, dated and notarized. (Signed by owner, developer, declarant.)
- Plat adding units have same requirements as original condominium plat.
- Plat must measure at least 8.5" x 14" but no more than 30" x 36".
- Plat must contain legal description and signature certificate from the Registered Land Surveyor as preparer of the plat including an original signature and the surveyor's seal.
- Plat must contain floor and ceiling elevations of condominium units.
- Each unit must be identified by number or symbol as stated in the Declaration.

Dedication Plat (Also applies to dedication of right of way)

Illinois Compiled Statutes Ch. 765 Act 205/3

The acknowledgement and recording of a plat of dedication, or the acknowledgement and the filing of the same shall be held in all courts to be a conveyance in fee simple of such portions of the premises platted as are marked or noted on such plat as donated or granted to the public, or any person, religious society, corporation, or body politic, and as a general warranty against the donor, his or her heirs and representatives, to such donee or grantee, for their use or for the use and purposes therein named or intended, and for no other use or purpose; and the premises intended for any street, alley, way, common or other public use in any city, village or town, or addition thereto, shall be held in the corporate name thereof in trust to and for the uses and purposes set forth or intended.

Recording Requirements for Dedication Plats

- 1. Plat must measure at least 8½" x 14", but no larger than 30" x 36".
- 2. As an instrument of conveyance, the name and address of the owner or owners to whom subsequent tax bills are to be sent shall be endorsed on the instrument. If eligible for tax exemption, an application for tax-exempt status on dedicated property is required through the Chief County Assessment Office.
- 3. The plat must contain a legal description and signature certificate from the Registered Land Surveyor as preparer including an original signature and surveyor's seal.
- 4. Metes and bounds descriptions must contain section, township and range with an identifiable point of beginning.
- 5. The plat must contain a signature certificate with original signatures of the land owner or representative of the owner.
- 6. The name and address of the owner must be printed under the signature.
- 7. The signature of the owner must be acknowledged by a Notary Public and a legible seal for the notary stamped on the plat.
- 8. Corporate approval (when applicable) must be indicated by the signature of the mayor/president/county chair and attested to by the municipal/county clerk including date of approval.
- 9. Village seal must be applied/embossed.
- 10. The attached guidelines apply to plats of dedication to the County of Lake for public road purposes. (Rev. 5/2/00)
- 11. The County Clerk must certify that there are no delinquent or current property taxes due, or outstanding special assessments. The certificate must be signed and <u>sealed</u> by the County Clerk or an authorized staff member.
- 12. The Recorder's file stamp will indicate the date and time of recording and assign a document number.
- 13. Mail-to name and address required.

Plat of Dedication to the County of Lake for Road Purposes

PLEASE CONTACT LAKE COUNTY DIVISION OF TRANSPORTATION FOR ADDITIONAL ASSISTANCE REGARDING THIS INFORMATION

PLAT OF DEDICATION TO THE COUNTY OF LAKE FOR

Heading: PUBLIC ROAD PURPOSES

Items Needed: 1. Legal Description (under heading)

- 2. Sketch showing old and new right of way, name of road and County Highway number
- 3. Right of way shall be designated as "HEREBY DEDICATED FOR PUBLIC ROAD PURPOSES."
- 4. PIN of property
- 5. Title report

Certificates Needed:

- 1. Certificates for property owner(s) stating that property has been surveyed and dedicated. Incudes owner's address.
- 2. Notary Public Certificate
- 3. Mortgagee Certificate (if applicable)
- 4. County Clerk's Certificate (unpaid taxes see below)
- 5. Collector's of Special Assessments Certificate (unpaid assessments)
- 6. Surveyor's Certificate
- 7. County Engineer's Certificate (see below)

Sample County Engineer's Certificate

STATE OF ILLINOIS COUNTY OF LAKE

This dedication hereby accepted for public road purpose this	day of _	 ·

COUNTY ENGINEER

Sample Mortgage Subordination

			_ as the l	egal holde	er and ow	ner of a mor	tgage
dated	and recorde	ed as doo	ument n	umber		in	Lake
County, Illinois, on _		does	hereby	consent	to and	subordinat	e its
interests in the prope	erty described in this F	Plat of De	dication t	o the Cou	nty of Lak	e for Public	Road
Purposes. This subo	rdination only applies	to the po	ortion of t	he mortga	iged prop	erty dedicate	ed for
public road purposes	s and does not release	e the pro	perty ow	ner from a	ny of the	obligations	of the
mortgage with respe	ct to the remaining pr	operty.					
Dated this	day of	,	_				
			Ву:				
			Title:				
	Sample Co	ounty Cle	rk's Certi	ficate			
	•						
STATE OF ILLINOIS	ss						
COUNTY OF LAKE	J						
l,		, Cou	nty Clerk	of Lake	County, I	llinois, do h	ereby
certify that there are	no delinquent gene	ral taxes	s, unpaid	current (general t	axes, delind	quent
special assessment	ts or unpaid current	special	assessm	ents agai	nst any of	the land inc	luded
in the described prop	perty. I further certify the	hat I hav	e receive	d all statu	tory fees i	n connectio	n with
the plat.							
Given under my hand	d and seal of the Cou	nty Clerk	of Lake	County, III	inois.		
Dated this	day of		_ , A.D				
				La	ke County	/ Clerk	

Vacation Plat

Illinois Compiled Statutes Ch. 765 Act 205/6

Any plat may be vacated by the owner of the premises at any time before the sale of any lot therein, by a written instrument to which a copy of the plat is attached, declaring it to be vacated. If there are public service facilities in the highways, streets, alleys and other public ways and in easements shown on the plat, the instrument shall reserve to the public body or public utility owning such facilities, the property, rights of way and easements necessary for continuing public service by means of those facilities and for the maintenance, renewal and reconstruction of same. The instrument shall be approved by the city council or village or county board in the same manner as plats of subdivisions. The instrument shall also be submitted for approval to the Highway Commissioner and to the county engineer or superintendent of highways and to the District Engineer of the Department of Transportation of the state and to the public utility or utilities involved. The instrument shall be executed, acknowledged or proved and recorded or filed in the same manner as plats or subdivisions. When lots have been sold the plat may be vacated in the manner provided in this section by all the owners of lots in the plat joining in the execution of the writing.

Vacating of Streets and Alleys

Municipal Vacations 65 ILCS 5/11-91-1

Whenever the corporate authorities of any municipality, whether incorporated by special act or under any general law, determine that the public interest will be subserved by vacating any street or alley, or part thereof, within their jurisdiction in any incorporated area, they may vacate that street or alley, or part thereof, by an ordinance. But this ordinance shall be passed by the affirmative vote of at least three-fourths of the aldermen, trustees or commissioners then holding office. This vote shall be taken by ayes and noes and entered on the records of the corporate authorities.

The ordinance may or may not include a plat as an exhibit. A plat without an ordinance may be accepted if reference is made to the ordinance.

<u>Title Upon Vacation</u>
Municipalities 65 ILCS 5/11-91-2

Except in cases where the deed, or other instrument, dedicating a street or alley, or part thereof, has expressly provided for a specific devolution of the title thereto upon the abandonment or vacation thereof, whenever any street or alley, or any part thereof, is vacated under or by virtue of any ordinance of any municipality, the title to the land included within the street or alley, or part thereof, so vacated, vests in the then owners of the land abutting thereon.

Township Roads 605 ILCS 5/6-303

Existing township and district roads may be widened, altered or vacated, and new township and district roads may be laid out in the manner provided in this Division of this Code. Any number of voters not less than 5% of the legal voters, or 12 legal voters, whichever is less, residing in any road district may file a petition with the highway commissioner of such district, praying for the laying out, widening, altering or vacation of such roads.

5/6-329

Upon the vacation of any township or district road or part thereof, the highway commissioner shall cause a legal description of the road or part thereof vacated to be recorded in the office of the recorder of the county. The recorder shall mark the plat previously recorded in such manner as to show the vacation and to indicate the book and page number where the description is recorded.

County Highways 605 ILCS 5/5-109

When the County Board determines that the public and economic interest is served by vacating a county highway or part of it, it may vacate that highway or part of it by resolution adopted by the favorable vote of 2/3 of the members of the County Board, subject to the approval of the Department (of Transportation)... The resolution may provide that it is not effective until the owners of property abutting on the highway or part of it to be vacated pay compensation in an amount which, in the judgment of the County Board, is not in excess of the fair market value of a similar acreage abutting the highway.

Vacation of Utility Easement

All you need is the utility company representative's signature. No owner signature is required.

Recording Requirements for Vacations

(excluding vacation of easement)

- 1. Plat must measure at least 8½" x 14", but no larger than 30" x 36".
- 2. The plat must contain a legal description and signature certificate from the Registered Land Surveyor as preparer including an original signature and surveyor's seal.
- 3. Metes and bounds descriptions must contain section, township and range with an identifiable point of beginning.
- 4. The plat must contain a signature certificate with original signatures of the landowner or representative of the owner.
- 5. The name and address of the owner must be printed under the signature.
- 6. The signature of the owner must be acknowledged by a Notary Public and a legible seal for the notary stamped on the plat.
- 7. Corporate approval (when applicable) must be indicated by the signature of the mayor/president/county chair and attested to by the municipal/county clerk including date of approval.
- 8. Village seal must be applied/embossed.
- 9. The vacation plat must be approved by the Highway Commissioner (township), county engineer or superintendent of highways, and/or the District Engineer of the Illinois Department of Transportation and the public utilities involved.
- 10. The County Clerk must certify that there are no delinquent or current property taxes due, or outstanding special assessments. The certificate must be signed and <u>sealed</u> by the County Clerk or an authorized staff member.
- 11. The Recorder's file stamp will indicate the date and time of recording and assign a document number.
- 12. Mail-to name and address required.

Annexation/Disconnection Plat

Illinois Compiled Statutes Ch. 765 Act 205/1.02

When any city, village, municipal corporation or political subdivision annexes or disconnects territory, a plat of the land included in the disconnection or annexation must be filed with the recorder in the county or counties where the territory is located. Each plat shall state a legal description or descriptions sufficient to identify the boundaries of the annexed or disconnected territory, by reference to government surveys or by metes and bounds, including the section, township and range in which the territory is located. Such a plat must be prepared by a Registered Land Surveyor or a duly employed municipal engineer registered under the laws of the State of Illinois, provided such engineer has had training in the field of civil engineering.

Municipal Annexations 65 ILCS 5/7-1-40

A certified copy of the ordinance together with an accurate map of the annexed territory must be filed with the office of the recorder of the county in which the annexed property is located and also with the office of the recorder of the county in which the annexing municipality is located. This must be done within 90 days after the final step in the annexation process is completed. The plat of annexation must be prepared by a registered land surveyor or a duly employed municipal engineer registered under the laws of Illinois, provided such engineer has had training in the field of civil engineering.

65 ILCS 5/7-1-8

A copy of the ordinance annexing the territory together with an accurate map of the annexed territory shall be recorded with the recorder and filed with the County Clerk within the county wherever the annexed territory is located.

Park District Annexations 70 ILCS 1205/3.1

A certified copy of the annexing ordinance shall be filed in the offices of the county clerk and recorder of each county in which the annexation takes place.

<u>Library District Annexations</u> 75 ILCS 16/15-80

A copy of each annexation ordinance of any library district annexing territory, together with an accurate map of the territory annexed, shall be deposited with and recorded by the recorder and filed with the county clerk of the county in which the annexed territory is situated.

Recording sequence

Annexation ordinance and annexation agreement can be recorded in any order, but if you have an annexation and a zoning ordinance – record the annexation first.

Recording Requirements for Annexations/Disconnections

- 1. A certified copy of the ordinance, court order or resolution of annexation or disconnection together with an accurate map of the territory annexed or disconnected must be recorded with the County Recorder and County Clerk. (Plat size must be between 8½" x 14" and 30" x 36".)
- 2. The certified copy must include an original signature and the village seal must be applied/embossed.
- 3. The map must contain a legal description and signature certificate from the Registered Land Surveyor of municipal engineer as preparer including signature and surveyor's seal.
- 4. Metes and bounds descriptions must contain section, township and range with an identifiable point of beginning.
- 5. The Recorder's file stamp will indicate the date and time of recording and assign a document number.
- 6. Mail-to name and address required.

Plat Certificate of Amendment / Plat Certificate of Correction

- 1. The certificate must contain a description of the amendment or correction, referencing the plat name, document number and recorded date prepared by the surveyor.
- 2. The surveyor must sign and seal the certificate.
- 3. The certificate of correction need only be signed by the surveyor. A certificate of amendment must contain a signature certificate with original signatures of the landowner or a representative of the owner. It must also contain an original signature and the embossed (or otherwise applied) seal of the Village or County, whomever approved the original plat.
- 4. If the property is owned under a Trust, the Trust Officer signature and seal of the bank (if available) must be included on the certificate of amendment.
- 5. The name and address of the owner(s) or Trust Officer are to be printed under each signature.
- 6. The signature of the owner(s) must be acknowledged by a Notary Public and a legible seal for the notary stamped on the plat.
- 7. The certificate of amendment or correction will be recorded and filed with the original plat of subdivision.
- 8. Mail-to name and address required.

(Rev. 9/14/98)

Samples and Exhibits

- (a) Samples of Surveyor's Certificates
- (b) Sample School District Certificate
- (c) Sample County Highway Signature Certificates
- (d)Plat Act Affidavit
- (e) Request for Consolidation or Division of Tax Parcels
- (f) Schedule of Fees

Samples of Surveyor's Certificates

(Re: Special Powers authorized by Division 12 of Article 11 of the Illinois Municipal Code and Flood Hazard Areas)

1.)	LOCATED WITHIN CORPORATE LIMITS (REQUIRES MUNICIPAL APPROVAL)
	"I further certify that the attached plat is a true and correct representation of said survey and subdivision. All distances shown in feet and decimals parts thereof, that the property hereon shown and described is within the corporate limits of the (CITY/VILLAGE) ofLake County, Illinois, and that said property is designated as "Zone – C" defined as areas of minimal flooding as shown in the flood insurance rate map Community Panel No, dated as published by the Federal Emergency Management Agency."
2.)	LOCATED OUTSIDE CORPORATE LIMITS BUT WITHIN 1.5 MILE LIMIT OF MUNICIPALITY WHICH HAS ADOPTED A COMPREHENSIVE PLAN AND IS EXERCISING ITS POWERS (REQUIRES MUNICIPAL AND COUNTY APPROVAL)
	"I further certify that the attached plat is a true and correct representation of said survey and subdivision. All distances shown in feet and decimals parts thereof. Part of the above described tract is located within the area designated as flood hazard as shown in the flood insurance rate map Community Panel No, dated as published by the Federal Emergency Management Agency. Said tract is not within the corporate limits, but is within 1.5 miles of the corporate limits of the (CITY/VILLAGE) of Lake County, Illinois, which has adopted and is exercising the special powers authorized by Division 12 of Article 11 of the Illinois Municipal Code."
3.)	LOCATED OUTSIDE CORPORATE LIMITS BUT WITHIN 1.5 MILE LIMIT OF MUNICIPALITY WHICH HAS ADOPTED A COMPREHENSIVE PLAN BUT IS NOT EXERCISING ITS POWERS (REQUIRES COUNTY APPROVAL)
	"I further certify that the attached plat is a true and correct representation of said survey and subdivision. All distances shown in feet and decimals parts thereof. The above described tract is not located within the area designated as flood hazard as identified by the Federal Emergency Management Agency. Said tract is within 1.5 miles of the corporate limits of the (CITY/VILLAGE) of Lake County, Illinois, which has adopted the special powers authorized by Division 12 of Article 11 of the Illinois Municipal Code, but is <u>not</u> exercising said powers."
4.)	LOCATED OUTSIDE CORPORATE LIMITS AND OUTSIDE 1.5 MILE LIMIT OF MUNICIPALITY WHICH HAS ADOPTED A COMPREHENSIVE PLAN (REQUIRES COUNTY APPROVAL)
	"I further certify that the attached plat is a true and correct representation of said survey and subdivision. All distances shown in feet and decimals parts thereof. Part of the above described property is located within the area designated as flood hazard as shown in the flood insurance rate map Community Panel No, dated as published by the Federal Emergency Management Agency. Said property is not located within 1.5 miles of the corporate limits of any city or village in Lake County, Illinois, which has adopted a comprehensive plan."

Sample School District Certificate

This is to certify that I	as owner of the property described as
the	_ Subdivision and legally described on the plat of the
same name, have determined to the best the following lots lies.	st of my knowledge the school district in which each of
	Signature of Owner
	SCHOOL DISTRICTS
	ELEMENTARY HIGH SCHOOL
LOT NUMBER(S)	
STATE OF ILLINOIS	
COUNTY OF LAKE	
, a Notary Pt	ublic, do hereby certify that
, owner of the property commonly	
Subdivision, appeared before me this da statement as his free and voluntary act.	ay in person and acknowledged the execution of this
Given under my hand and notarial seal	this, day of,,
	_ seal
Notary Public	
(Rev. 5/20/98)	

Page 21 of 27

Sample County Highway Signature Certificates

Access prohibited

STATE OF ILLINOIS	
COUNTY OF LAKE	
This plat is hereby approved this day of	, by
the County Engineer of Lake County pursuant to Cha	apter 765, Act 205, Section 2 of the Illinois Compiled
Statutes, as amended, as to roadway access to Cou	unty Highway _ , also known as
Direct access either to or from County Highway	is prohibited as shown on this plat.
	County Engineer
Access allowed	I, but restricted
STATE OF ILLINOIS COUNTY OF LAKE	
This plat is hereby approved this day of	, by
the County Engineer of Lake County pursuant to Cha	apter 765, Act 205, Section 2 of the Illinois Compiled
Statutes, as amended, as to roadway access to Cou	unty Highway _ , also known as
Direct access either to or from County Highway	shall be restricted as shown on this plat
and shall be subject to the Lake County Highway a	ccess regulation ordinance which requires, in part,
that application be made and an access permit be of	obtained from the County Engineer of Lake County
prior to any access installation.	
	County Engineer

Plat Act Affidavit



18 N County St – 6th Floor Waukegan, IL 60085-4358 Phone: (847) 377-2575 FAX: (847) 984-5860

STATE OF ILLINOIS	
COUNTY OF LAKE	

(Signature)

SS

CC	UNTY OF LAKE		
I, (ı	name), being duly sworn on oath,		
	te that I reside at, and that the attached		
de	ed is not in violation of the Plat Act, Ch. 765 ILCS 205/1.1(b), as the provisions of this Act do not apply and no		
pla	is required due to the following allowed exception (Circle the number applicable to the attached deed):		
1.	The division or subdivision of land into parcels or tracts of 5 acres or more in size which does not involve any new streets or easements of access;		
2.	The division of lots or blocks of less than 1 acre in any recorded subdivision which does not involve any ne streets or easements of access;		
3.	. The sale or exchange of parcels of land between owners of adjoining and contiguous land;		
4.	 The conveyance of parcels of land or interests therein for use as a right of way for railroads or other publ utility facilities and other pipe lines which does not involve any new streets or easements of access; 		
5.	. The conveyance of land owned by a railroad or other public utility which does not involve any new streets easements of access;		
6.	. The conveyance of land for highway or other public purposes or grants or conveyances relating to the dedication of land for public use or instruments relating to the vacation of land impressed with a public use;		
7.	Conveyances made to correct descriptions in prior conveyances;		
8.	The sale or exchange of parcels or tracts of land following the division into no more than 2 parts of a particular parcel or tract of land existing on July 17, 1959, and not involving any new streets or easements of access;		
9.	The sale of a single lot of less than 5 acres from a larger tract when a survey is made by an Illinois Registered Land Surveyor; provided, that this exemption shall not apply to the sale of any subsequent lots from the same larger tract of land, as determined by the dimensions and configuration of the larger tract on October 1, 1973 and provided also that this exemption does not invalidate any local requirements applicable to the subdivisior of land;		
10.	The conveyance of land does not involve any land division and is described in the same manner as title was taken by grantor(s).		
CO	FIANT further states that this affidavit is made for the purpose of inducing the RECORDER OF LAKE UNTY, ILLINOIS to accept the attached deed for recording. (This affidavit is not applicable to Facsimile		
AS	signment of Beneficial Interest.) SUBSCRIBED and SWORN to before me this day		
	of,		
	Notary:		

(seal)



Chief County Assessment Office Mapping Division

18 N County St – 7th Floor Waukegan, IL 60085 Phone: (847) 377-2373 Email: maps@lakecountyil.gov

Request for Consolidation or Division of Tax Parcels

Date:				
		Request for a consolidation of the followi	ng Permanent Index Numbers (PIN)	
		Request for a division of property for tax property for	ourposes. PIN) involved as underlying land for this division is:	
		The legal description of the part being divide	ded out is:	
Note:	If necessary, use the reverse side for a continuation of the legal description or attach on a separate sheet. A plat of survey with a legal is acceptable. If more than one new tax parcel is being created from the same underlying land, attach information regarding the legal description, taxpayer and property location on a separate sheet for each additional parcel.			
		NEW TAX PARCEL	. INFORMATION	
		TAXPAYER Name: TAXPAYER Address:		
		PROPERTY LOCATION (if available) Address:		
		SIGNATURE REQUIRED T	O PROCESS REQUEST	
		Owner or Authorized party: Address:		
		Phone:		

Note: Consolidations or divisions will be done for the tax year following the date of the request of the date the request is received by this office. This request is subject to a check for all unpaid and delinquent taxes on any parcels that are listed (please see certificate on next page). The request will not be acted on until all unpaid taxes are paid and/or redeemed.

COUNTY CLERK'S CERTIFICATE

NOTE: An original certificate must be submitted for each property.

STATE OF ILLINOIS
COUNTY OF LAKE

The Lake County Clerk's Office hereby certifies that there are no delinquent general taxes, unpaid current general taxes, delinquent special assessments or unpaid current special assessments against any of the land included in the described property on the above Request for Consolidation or Division of Tax Parcels Form.

Given under	r my hand and seal of th	ne County Clerk of Lake County, Illinois.
This	day of	,·
Lake Cou	inty Clerk or Deputy Co.	unty Clerk

Important Information About Dividing Property For Tax Purposes

As a result of creating a land division for tax purposes, you MAY create parcels which MIGHT not meet requirements for the improvement of land (building permits.)

If you wish to divide a parcel in Lake County, please read the following information carefully, in order to protect yourself or your client.

A parcel owner may wish to divide the parcel into two or more new parcels, for tax purposes. This procedure is available through the Mapping Division of the Chief County Assessment Office. However, if the owner wished to sell one of the resulting parcels at some later date to another party, the parcel in question may not necessarily meet all local development permitting requirements, if the new owner intended to improve the parcel.

Therefore, simply creating a tax parcel through the Mapping Division **does not guarantee** that the parcel may be built upon or improved, due to local permitting requirements. The resulting burden on the landowner might be avoided through simple administrative review by all applicable permitting agencies or departments prior to the creation of a tax parcel.

If your property is in unincorporated Lake County, you can call the Lake County Planning, Building and Development Department at (847) 377-2600 for such a review at no charge.

Please note that the informal County administrative review suggested herein is performed as a courtesy only and is not intended and should not be interpreted to create or cause the vesting of any property rights. Nor does the suggested County review relieve a landowner from complying with all applicable local development regulations and obtaining all required permits and approvals prior to development or improvement of land.

If your property is within a city or village, you can contact the municipal department responsible for building permits to discuss their local requirements.

Schedule of Fees

RECORDING FEES

SUBDIVISION PLATS

First page \$77.00

Additional pages \$1.00 each

CONDOMINIUM DECLARATION / AMENDMENT / SUPPLEMENT

First page \$39.00

Additional pages \$1.00 each

Condominium plat exhibit – first page \$50.00

Additional condominium plat exhibit pages \$1.00 each

PLATS OF SURVEY (No more than 2 lots or parcels)

As a separate document \$39.00 As exhibit \$12.00

Additional pages \$1.00 each

MISCELLANEOUS PLATS (Easements, Vacations, Dedication, Annexation, Plans)

As a separate document \$39.00 As exhibit \$12.00

Additional pages \$1.00 each

COPIES FEES

PLATS

Paper copy (reduced, enlarged or full size) \$5.00 per page

Digital image via email (TIF / PDF format) \$5.00 per image (page)

Digital image on CD or via FTP (TIF / PDF format) on a daily, weekly or monthly basis

\$10.00 CD/FTP processing fee plus \$5.00 per image (name)

(page)

Certified Plat Copies (55 ILCS 5/3-5018) \$10.00

LAKE COUNTY

DIVISION OF TRANSPORTATION

RIGHT OF WAY PLANS FOR PROPOSED TEDERAL AID HIGHWA

ROUTE: OLD McHENRY ROAD (COUNTY HIGHWAY #32)

SECTION: 11-00083-09-RS

– RANGE

PROJECT NO.:

JOB NO.:

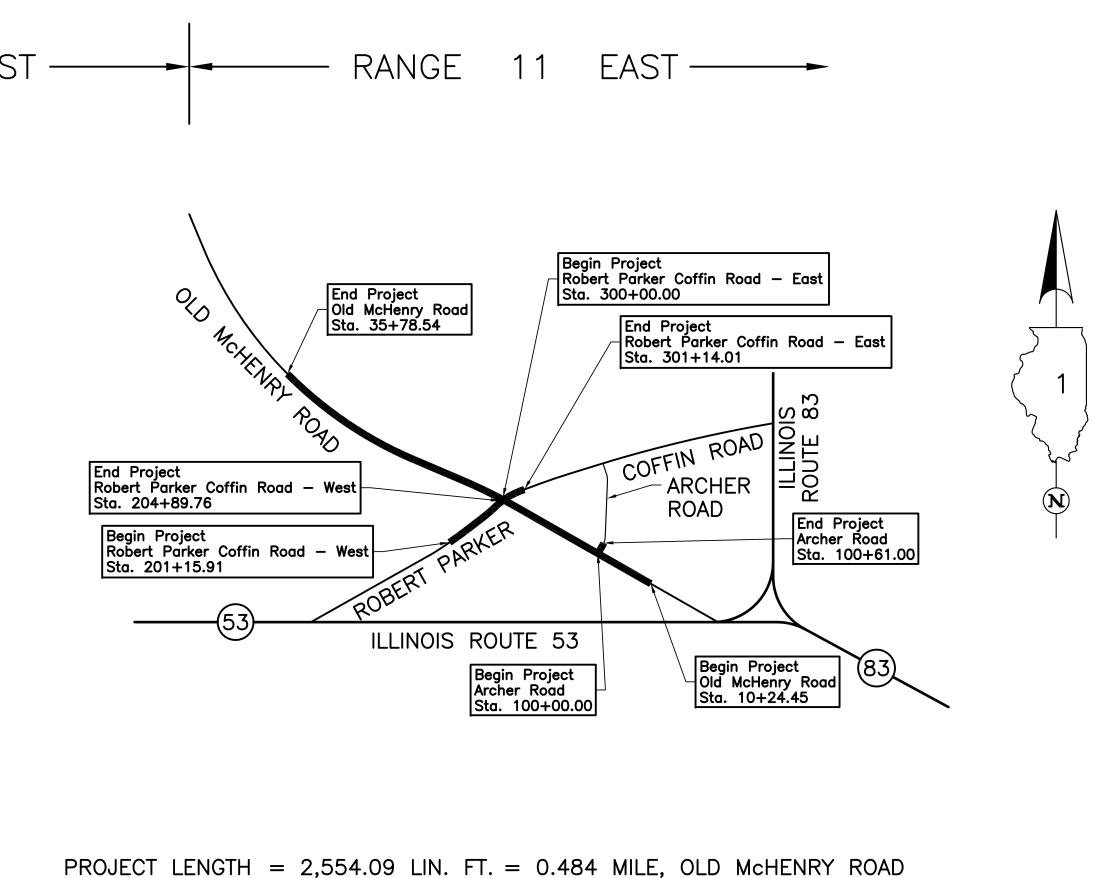
COUNTY: LAKE

LIMITS: ILLINOIS ROUTE 53 TO CUBA ROAD

NORTH

OWNSHIP

PARCEL NUMBER	OWNER	SHEET NUMBER	PROPERTY ACQUIRED BY
0001T.E.	Village of Long Grove	2 & 11	
0002 0002T.E.	Village of Long Grove	2 & 11	
0003—A 0003—B 0003T.E. Long Grove Investments, LLC, an Illinois limited liability company		3, 6 & 12	
0004T.E.	Lawrence Gutkin and Maggie Gutkin, husband and wife as joint tenants	2	
0005T.E.	Spirit Lake Acquisition I LLC, a Delaware limited liability company	4	
0006T.EA 0006T.EB	PGF, LLC, a Colorado Limited Liability Company	5 & 13	
0007T.E.	Long Green, Inc., a disolved Illinois corporation	5	
8000	Karen Gritis and Micheal DeMar, as joint tenants	6	
0009 0009T.E.	Long Green, Inc., a disolved Illinois corporation	7	
0010T.E.	Dolores Towner, as Trustee of the Dolores Towner Revocable Living Trust dated October 9, 1997	8	
0011T.E.	The Village Tavern of Long Grove, Inc. a corporation of the State of Illinois	7	
0012T.E.	Gene Albert	9	
0013T.E.	The Board of Education of Kildeer—Countryside Community Consolidated School District #96, a Body Politic	10 & 14	
0014T.EA 0014T.EB	Marsha Forsythe-Fournier	10 & 14	



= 61.00 LIN. FT. = 0.011 MILE, ARCHER ROAD

= 3,102.95 LIN. FT. = 0.588 MILES

= 373.85 LIN. FT. = 0.071 MILE, ROBERT PARKER COFFIN ROAD — WEST = 114.01 LIN. FT. = 0.022 MILE, ROBERT PARKER COFFIN ROAD — EAST

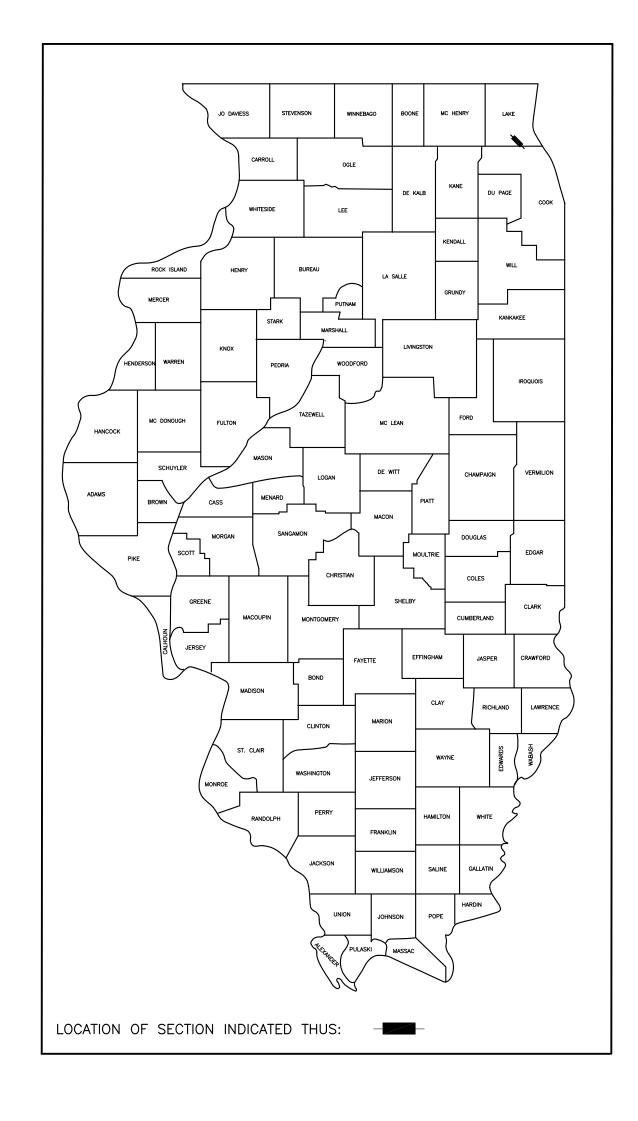
* OLD McHENRY ROAD (COUNTY HIGHWAY #32)

F.A. RTE. SECTION COUNTY TOTAL SHEET NO.

* ** LAKE 16 1

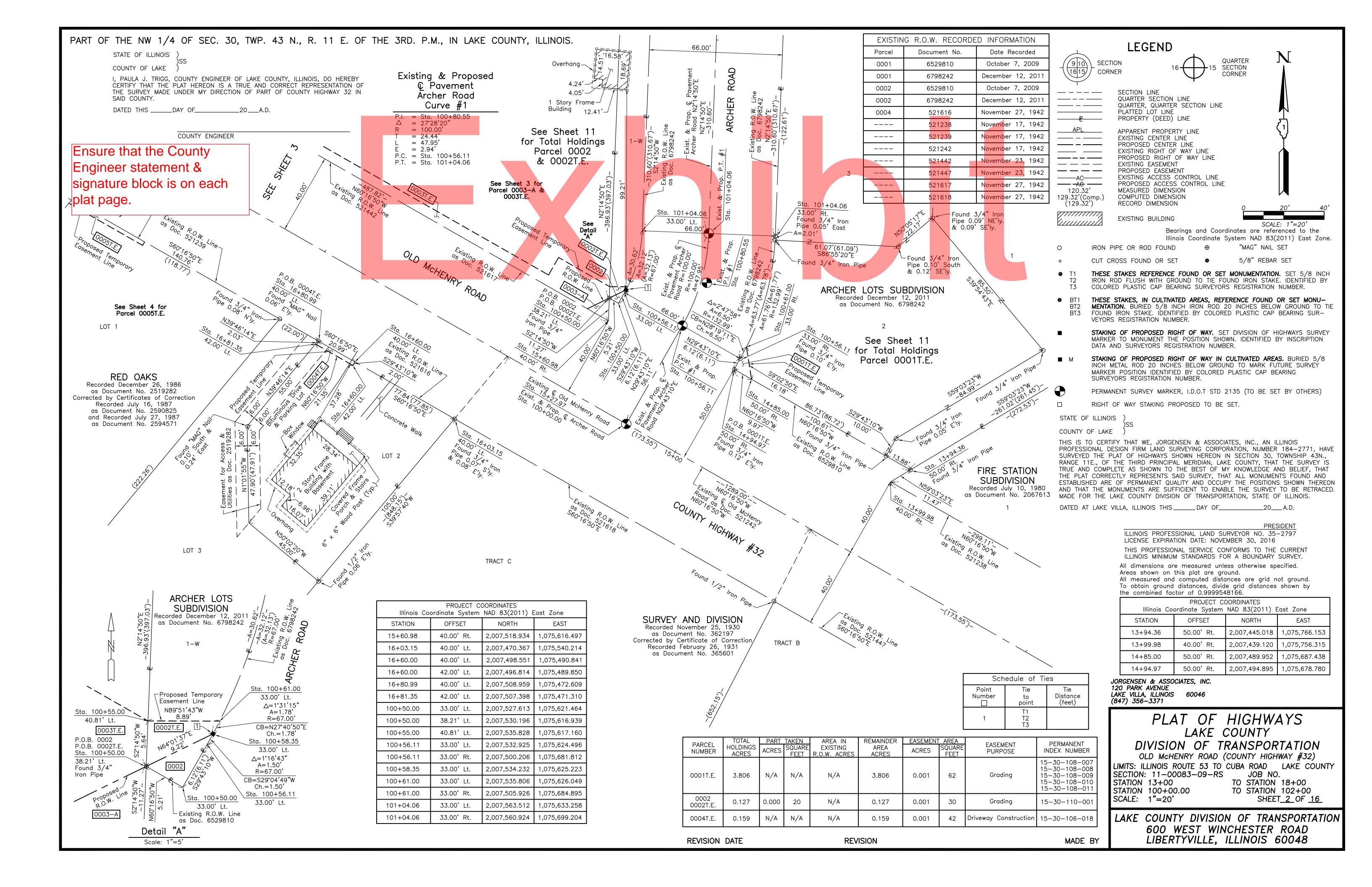
F.H.W.A. REG. ILLINOIS PROJECT

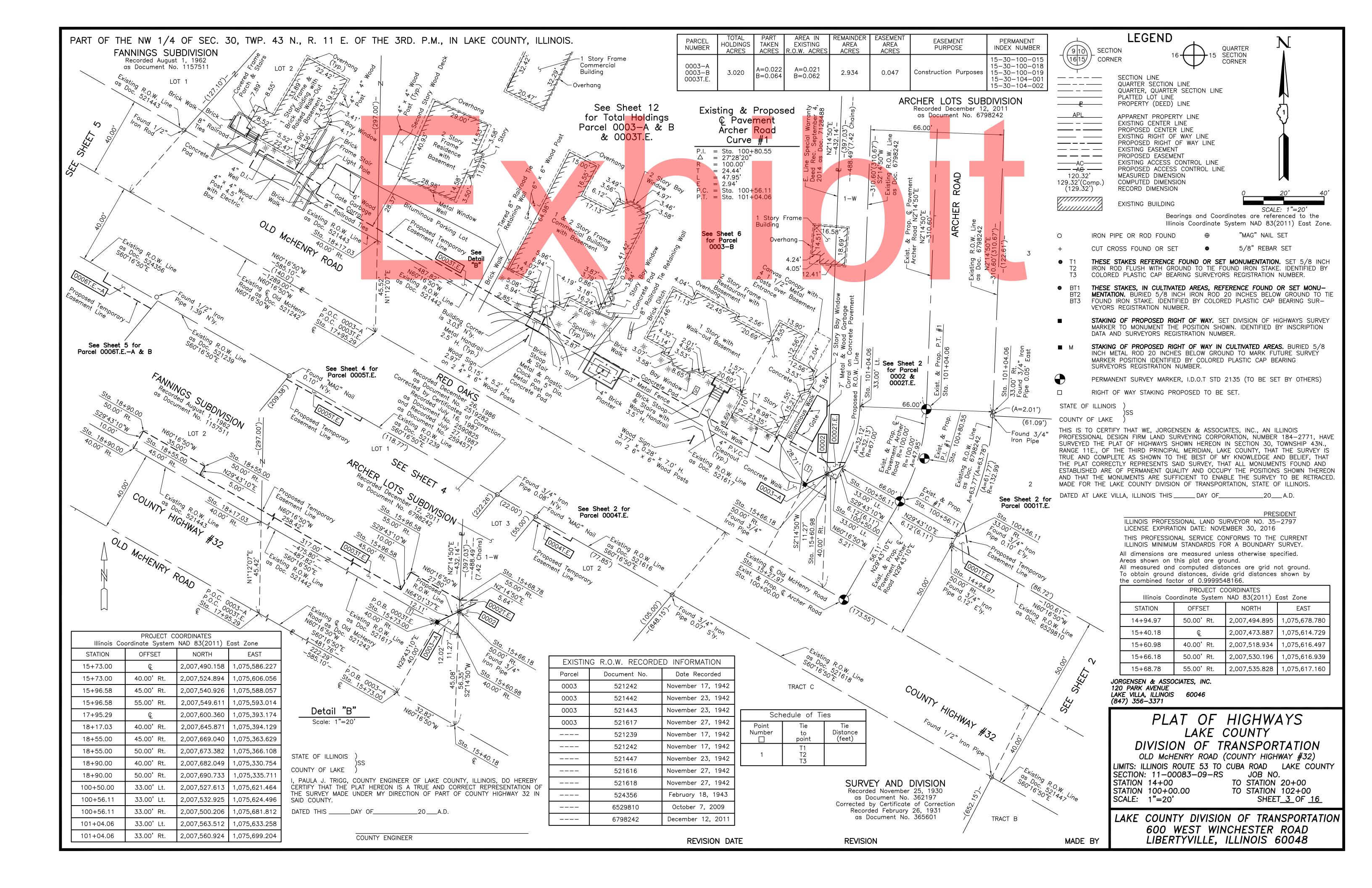
** 11-00083-09-RS

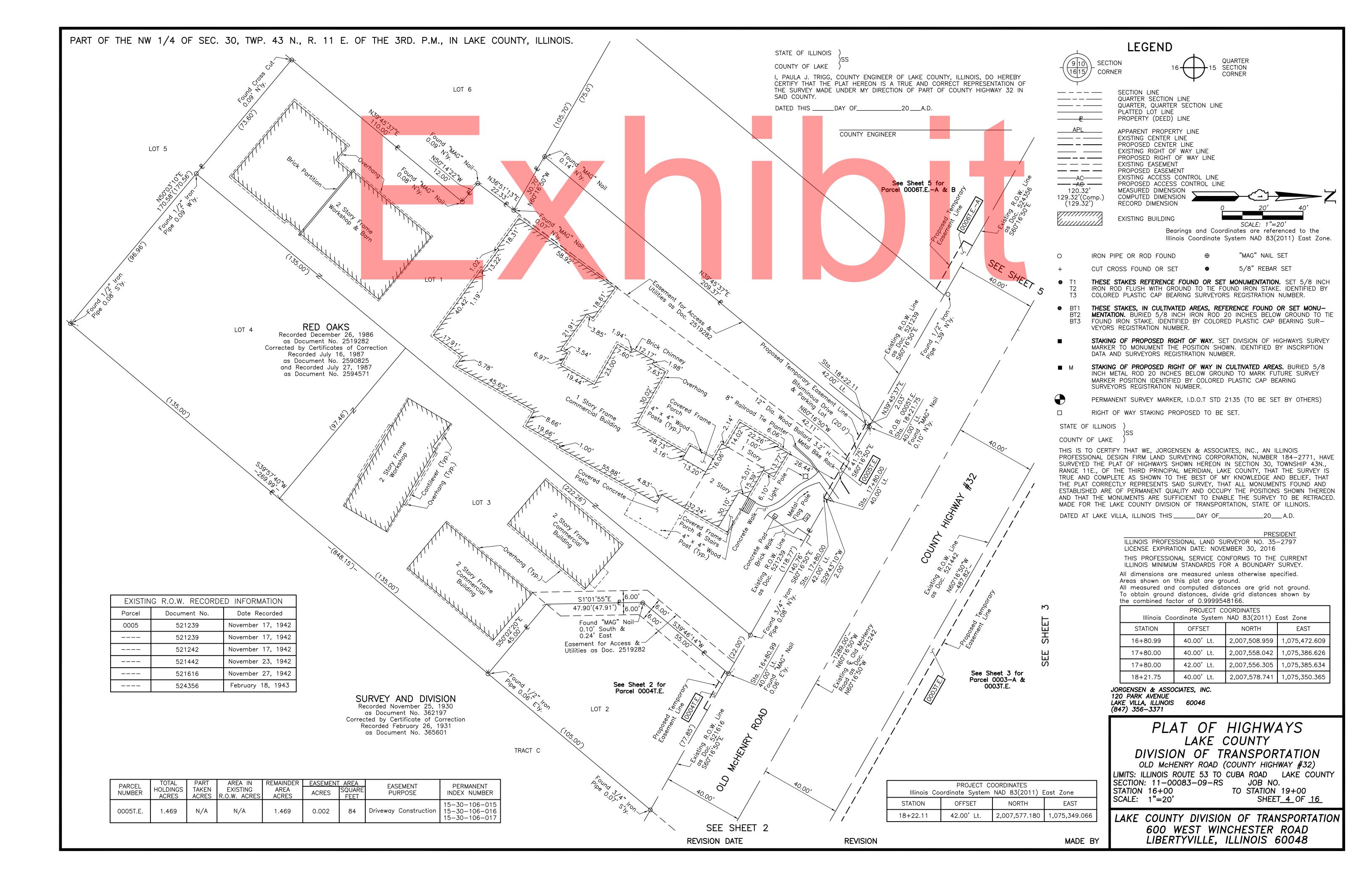


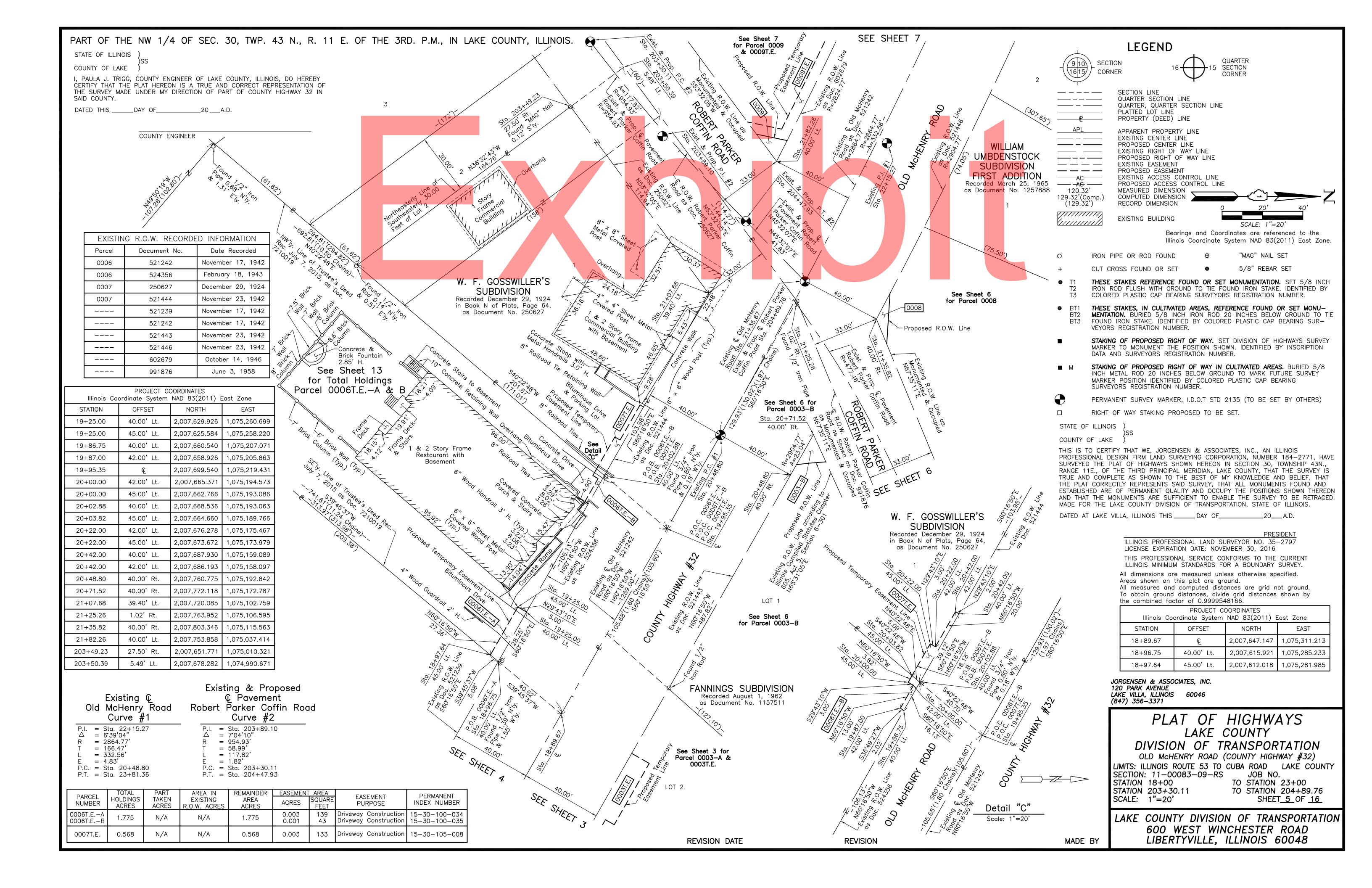
APPROVED	20		
	LOCAL AGENCY OFFICIAL		
APPROVED	20		
	ENGINEER OF LAND ACQUISITION		
APPROVED	20		
	ENGINEER OF LOCAL ROADS & STREETS		
APPROVED	20		
	DISTRICT ENGINEER		
LAKE COUNTY DIVISION OF TRANSPORTATION			

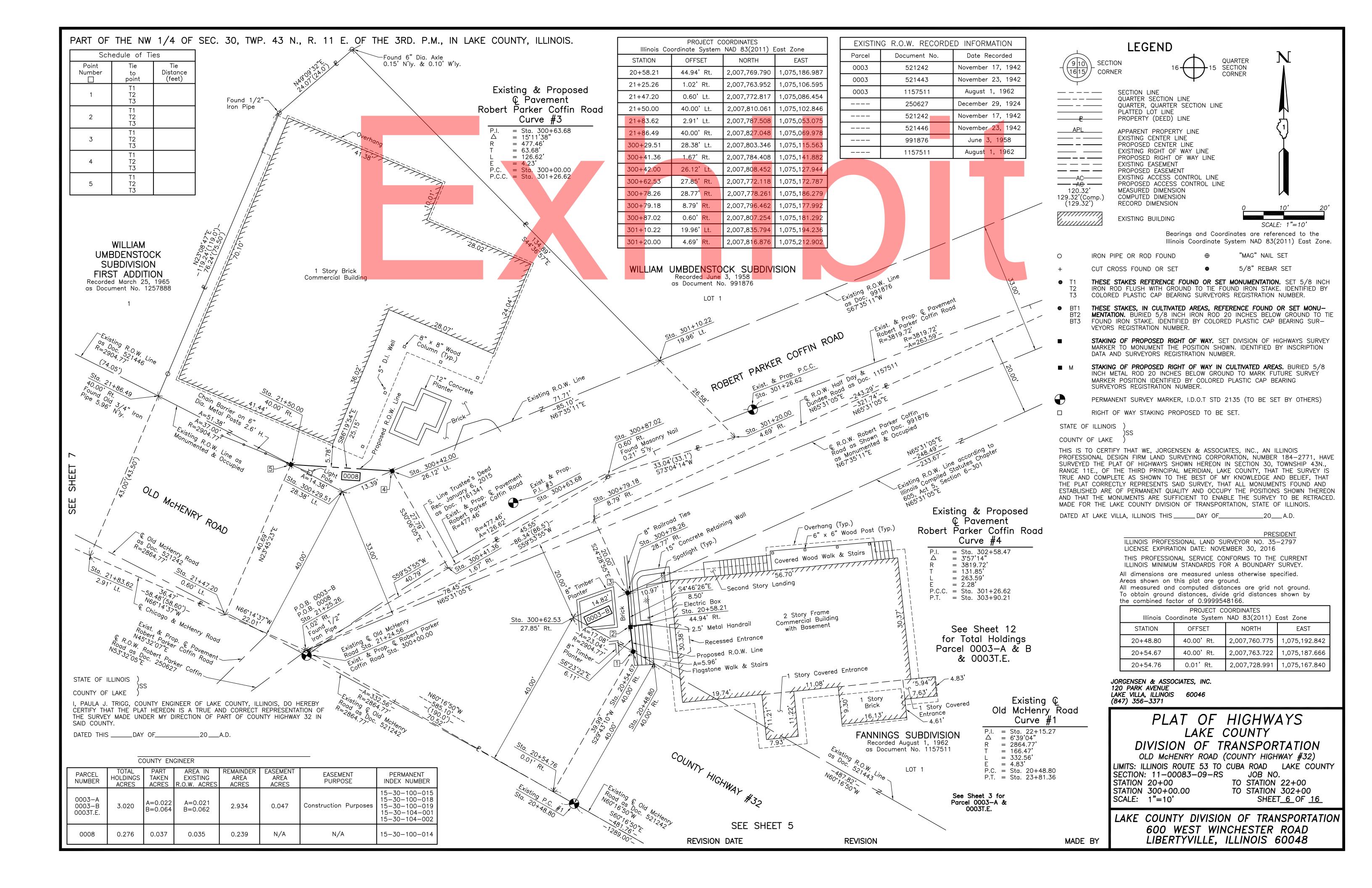
TOTAL LENGTH

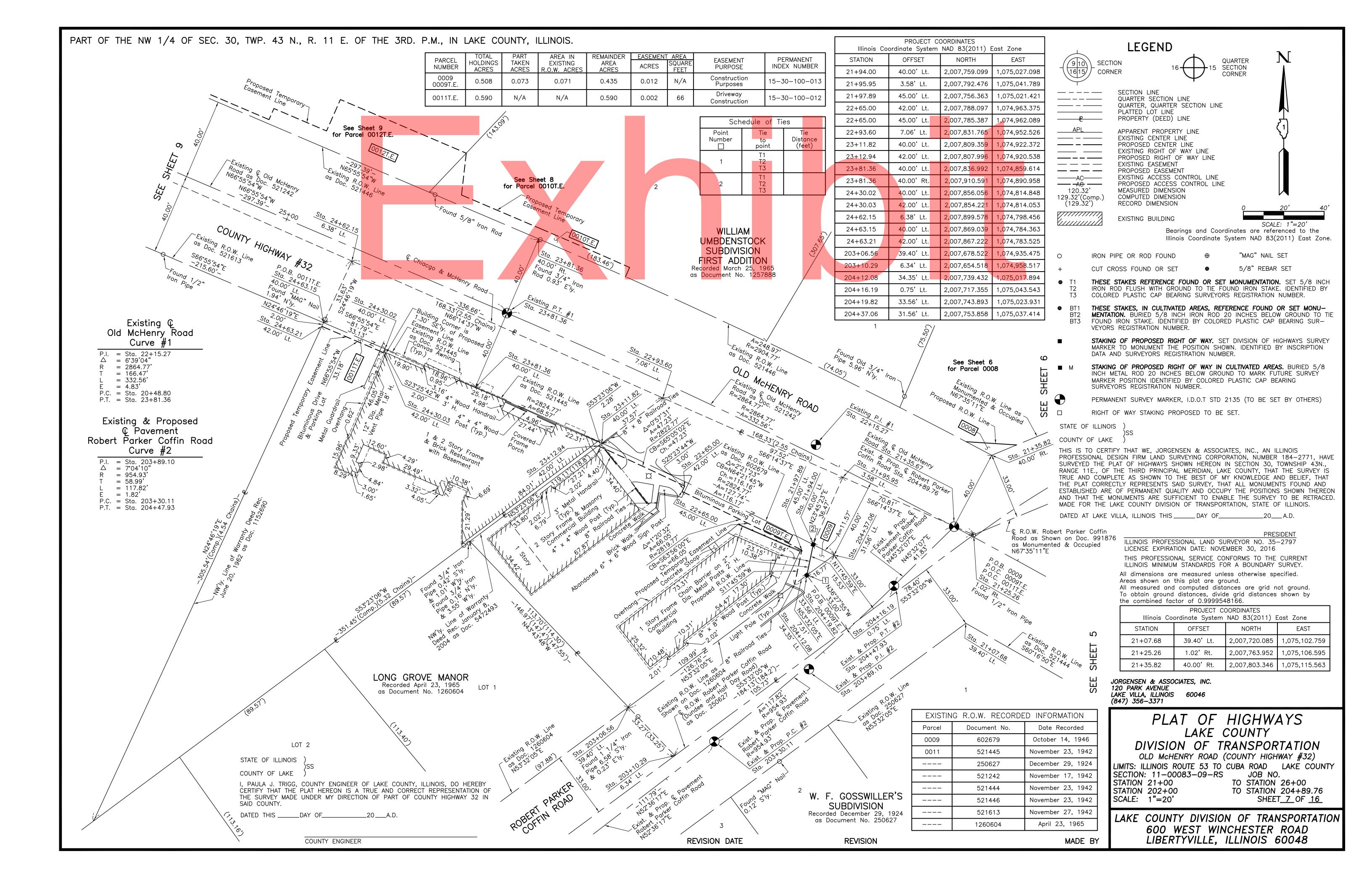


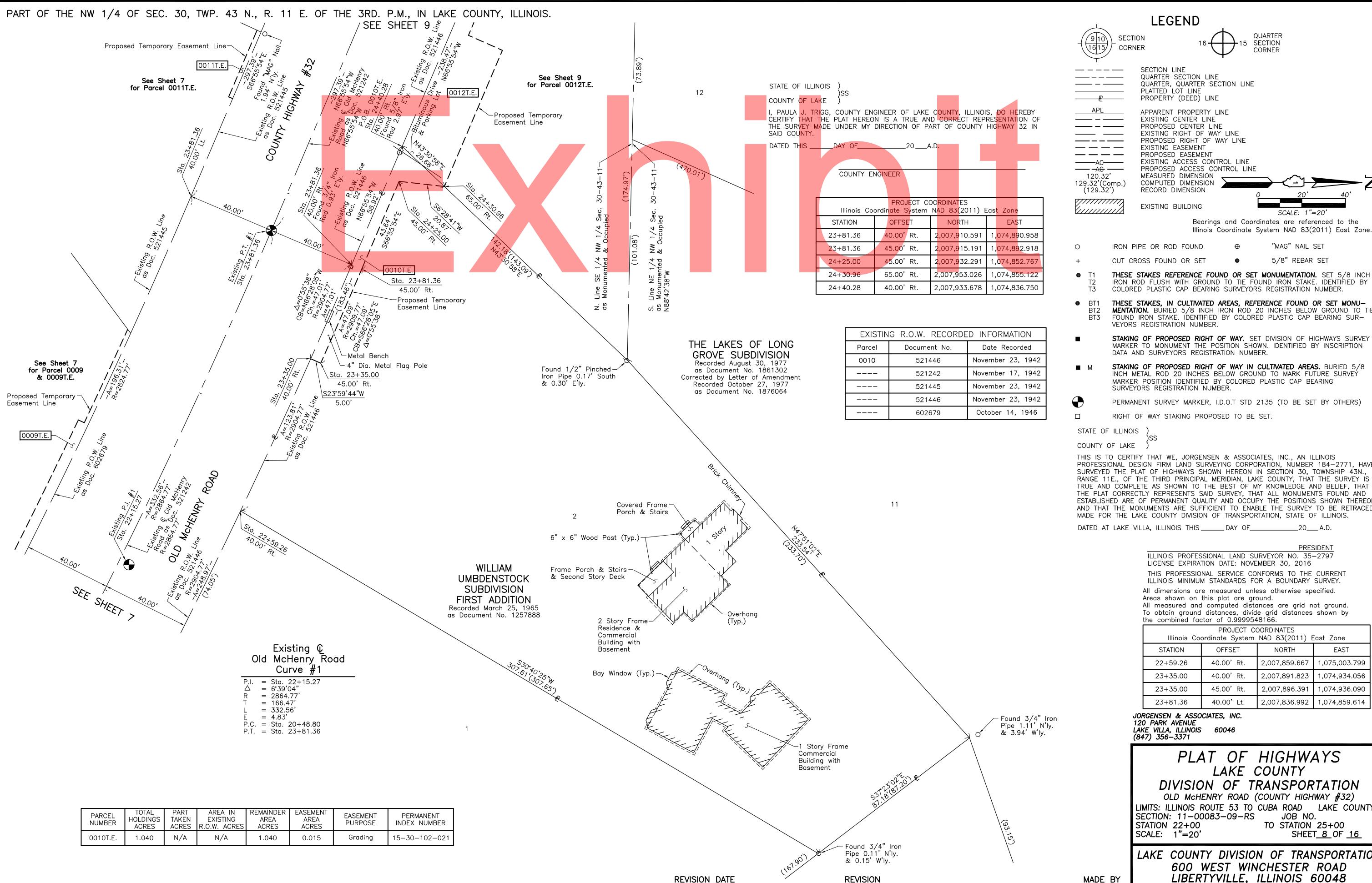












SCALE: 1"=20' Bearings and Coordinates are referenced to the

"MAG" NAIL SET

5/8" REBAR SET

COLORED PLASTIC CAP BEARING SURVEYORS REGISTRATION NUMBER.

MENTATION. BURIED 5/8 INCH IRON ROD 20 INCHES BELOW GROUND TO TIE FOUND IRON STAKE. IDENTIFIED BY COLORED PLASTIC CAP BEARING SUR-

MARKER TO MONUMENT THE POSITION SHOWN. IDENTIFIED BY INSCRIPTION

INCH METAL ROD 20 INCHES BELOW GROUND TO MARK FUTURE SURVEY MARKER POSITION IDENTIFIED BY COLORED PLASTIC CAP BEARING

PERMANENT SURVEY MARKER, I.D.O.T STD 2135 (TO BE SET BY OTHERS)

PROFESSIONAL DESIGN FIRM LAND SURVEYING CORPORATION, NUMBER 184-2771, HAVE SURVEYED THE PLAT OF HIGHWAYS SHOWN HEREON IN SECTION 30, TOWNSHIP 43N., RANGE 11E., OF THE THIRD PRINCIPAL MERIDIAN, LAKE COUNTY, THAT THE SURVEY IS TRUE AND COMPLETE AS SHOWN TO THE BEST OF MY KNOWLEDGE AND BELIEF, THAT THE PLAT CORRECTLY REPRESENTS SAID SURVEY, THAT ALL MONUMENTS FOUND AND ESTABLISHED ARE OF PERMANENT QUALITY AND OCCUPY THE POSITIONS SHOWN THEREON AND THAT THE MONUMENTS ARE SUFFICIENT TO ENABLE THE SURVEY TO BE RETRACED.

ILLINOIS PROFESSIONAL LAND SURVEYOR NO. 35-2797 LICENSE EXPIRATION DATE: NOVEMBER 30, 2016 THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR A BOUNDARY SURVEY.

All dimensions are measured unless otherwise specified.

To obtain ground distances, divide grid distances shown by

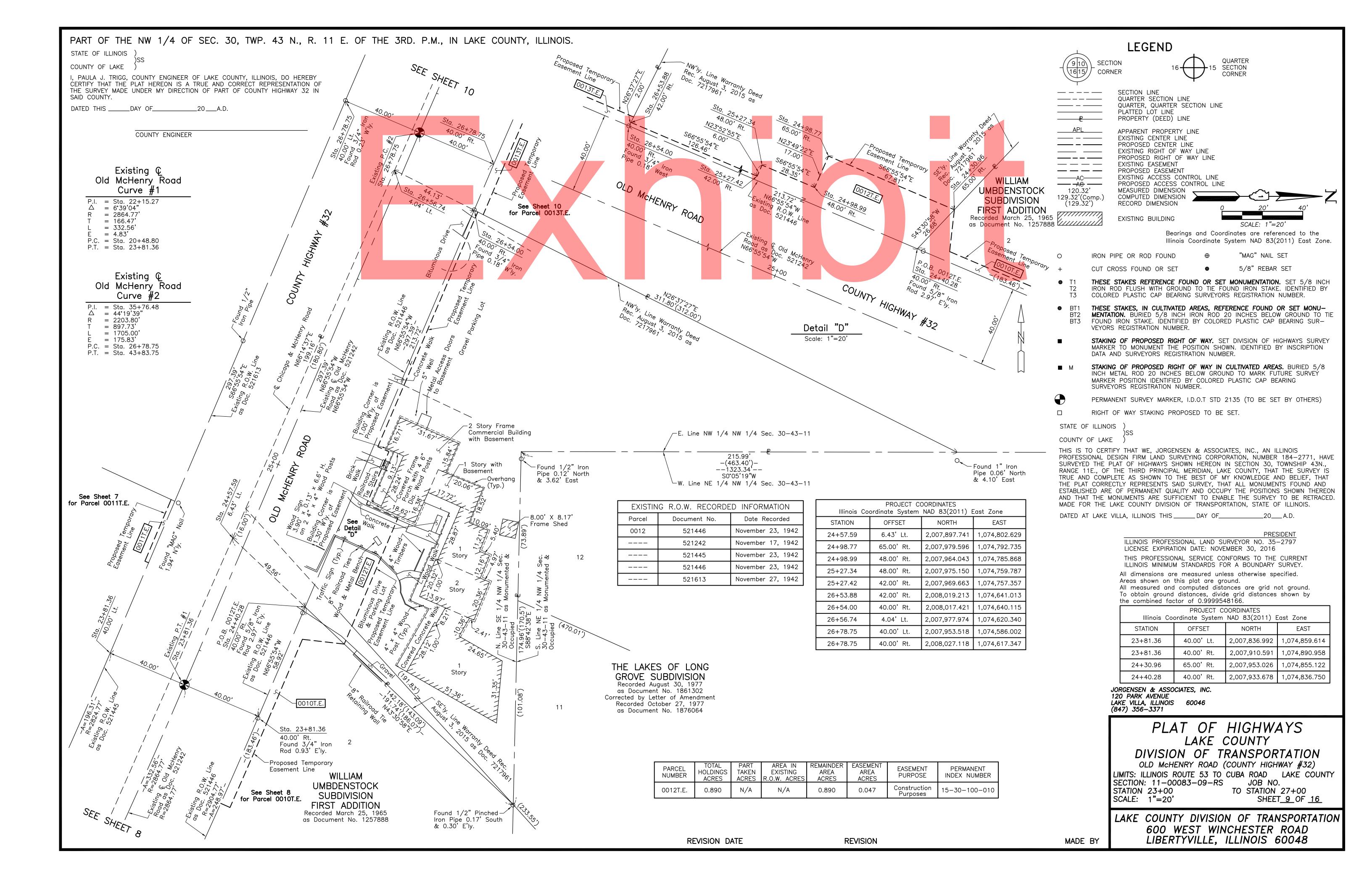
PROJECT COORDINATES Illinois Coordinate System NAD 83(2011) East Zone			
STATION	OFFSET	NORTH	EAST
22+59.26	40.00' Rt.	2,007,859.667	1,075,003.799
23+35.00	40.00' Rt.	2,007,891.823	1,074,934.056
23+35.00	45.00' Rt.	2,007,896.391	1,074,936.090
23+81.36	40.00' Lt.	2,007,836.992	1,074,859.614

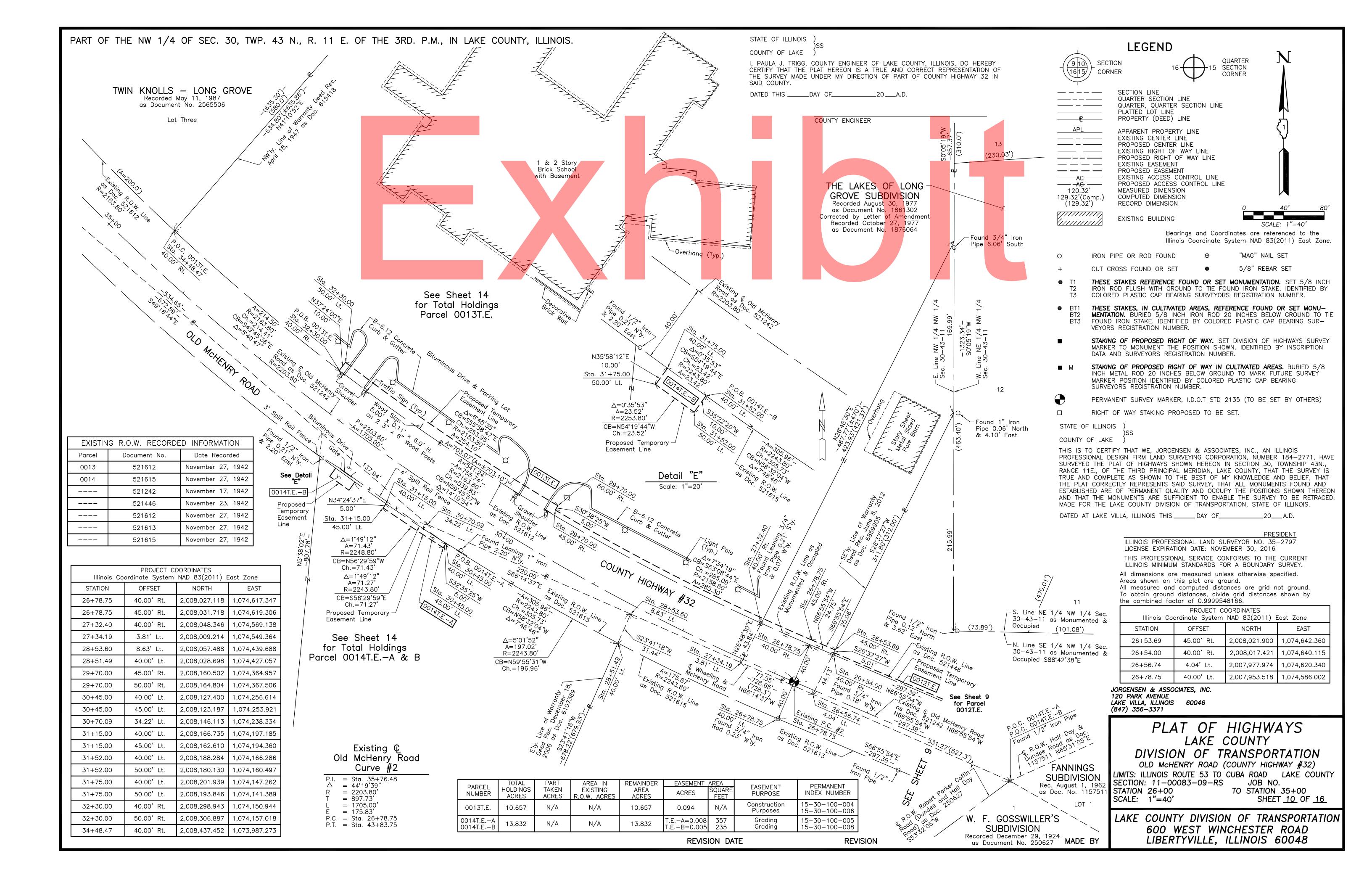
PLAT OF HIGHWAYS

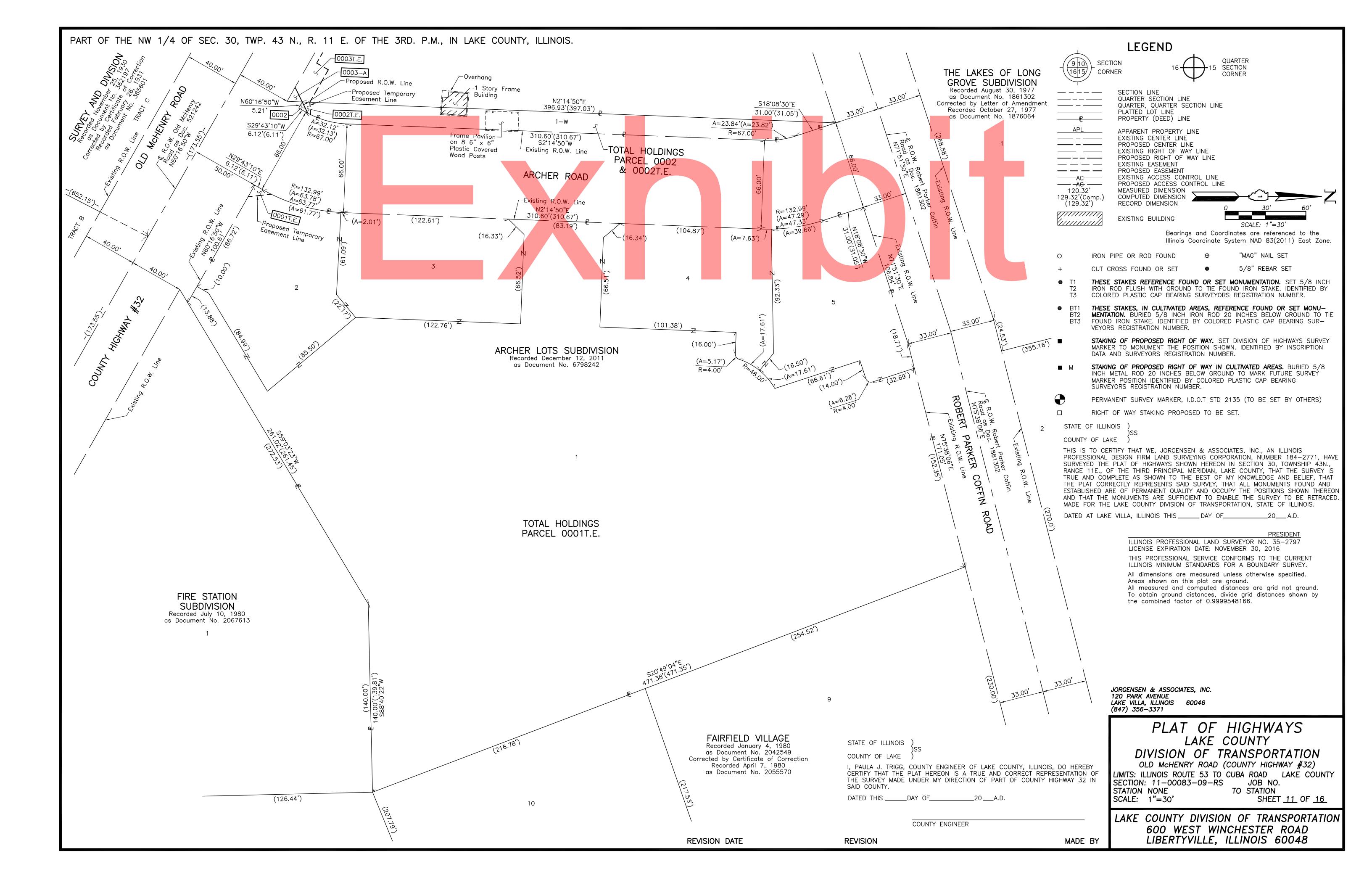
DIVISION OF TRANSPORTATION

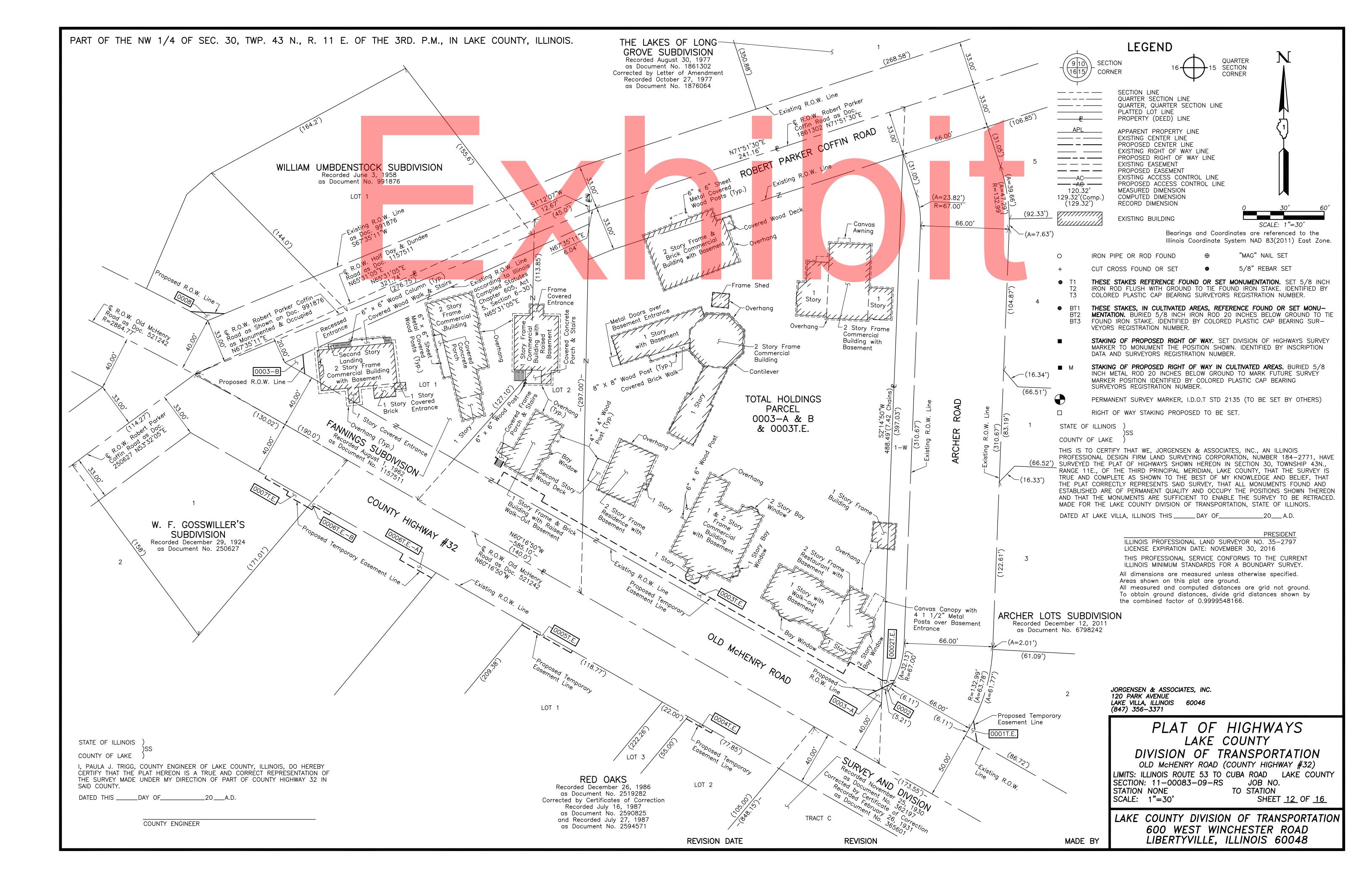
LIMITS: ILLINOIS ROUTE 53 TO CUBA ROAD LAKE COUNTY JOB NO. TO STATION 25+00 SHEET_8_OF_16

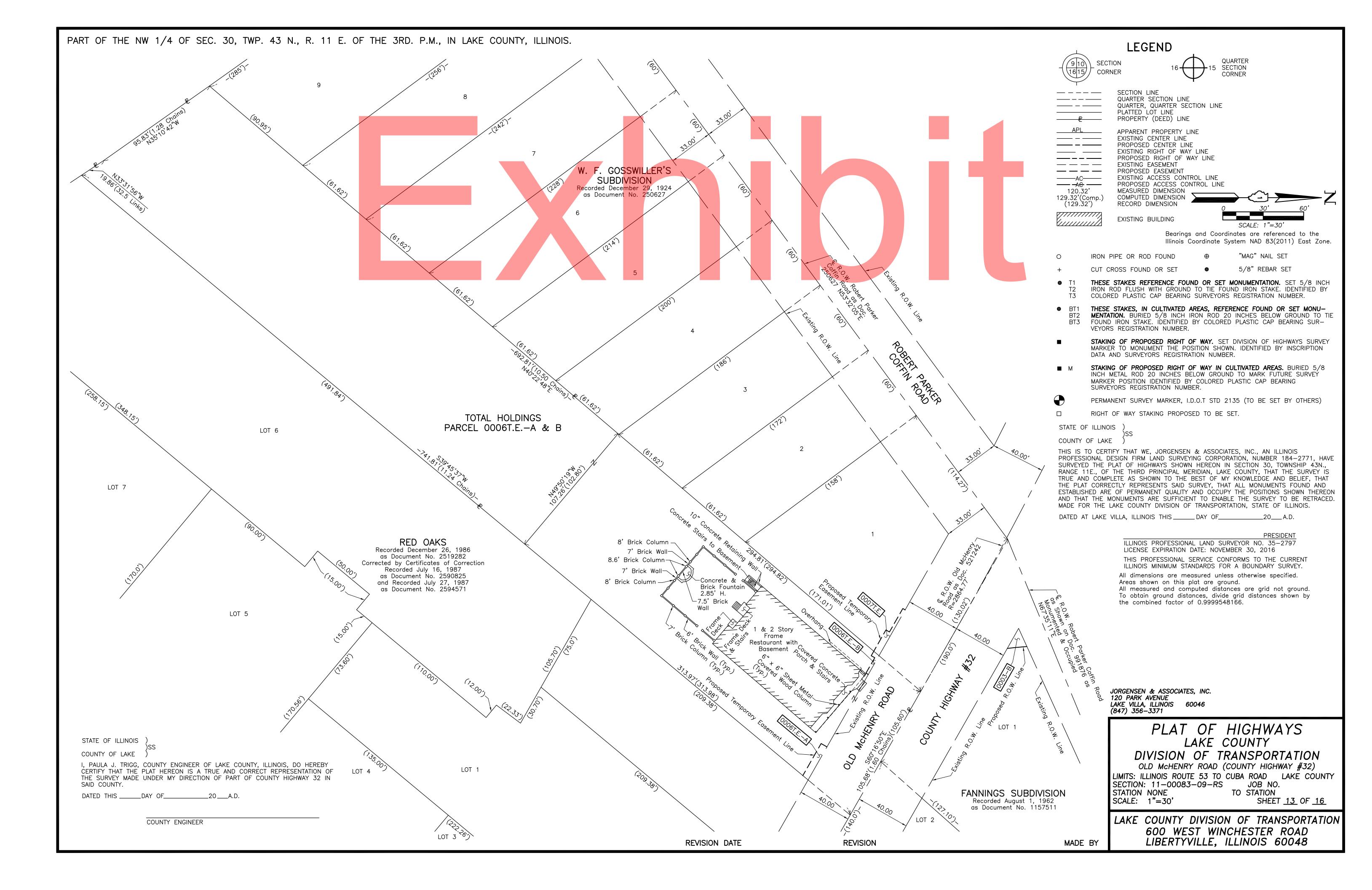
LAKE COUNTY DIVISION OF TRANSPORTATION 600 WEST WINCHESTER ROAD LIBERTYVILLE, ILLINOIS 60048

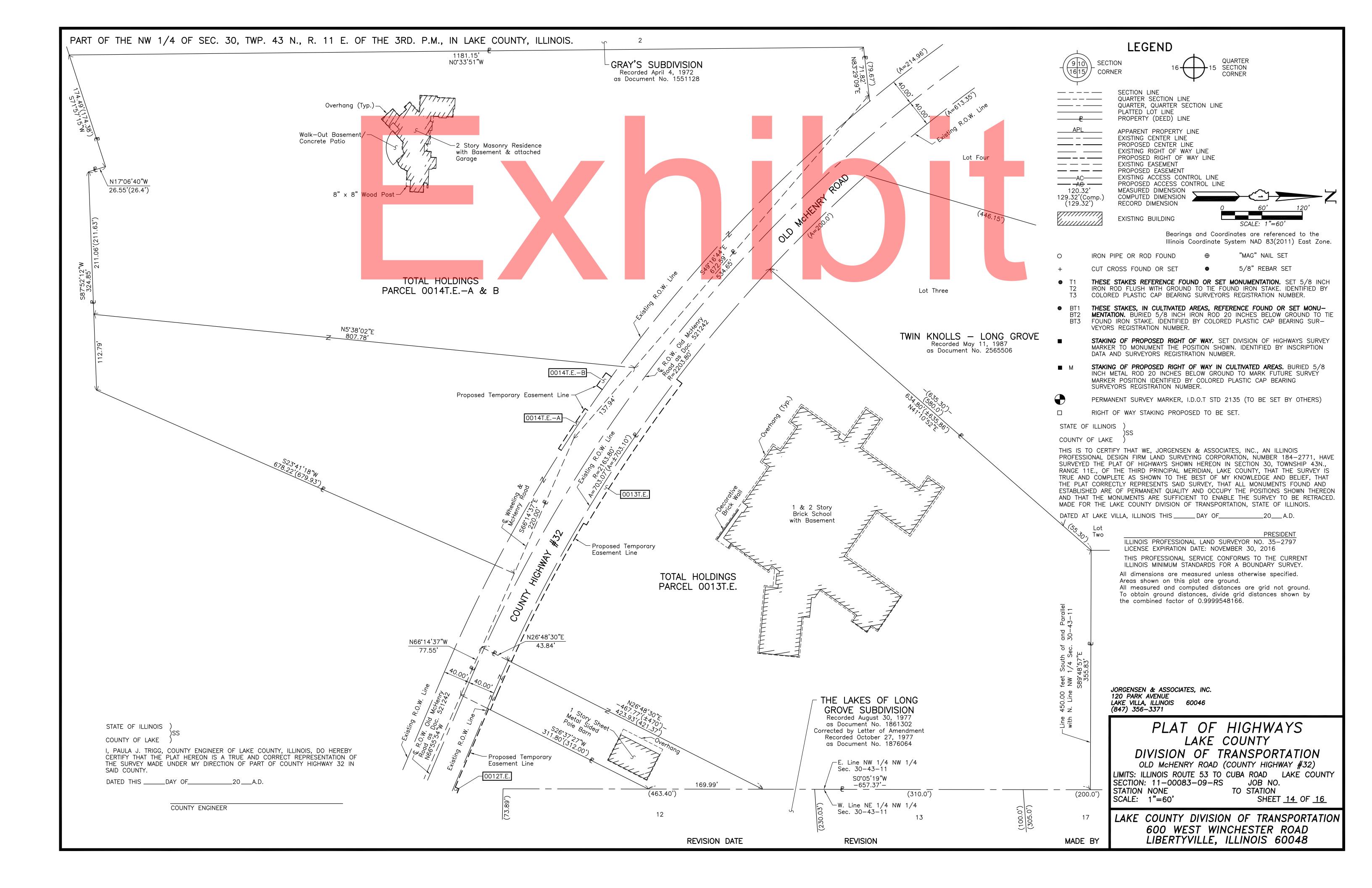


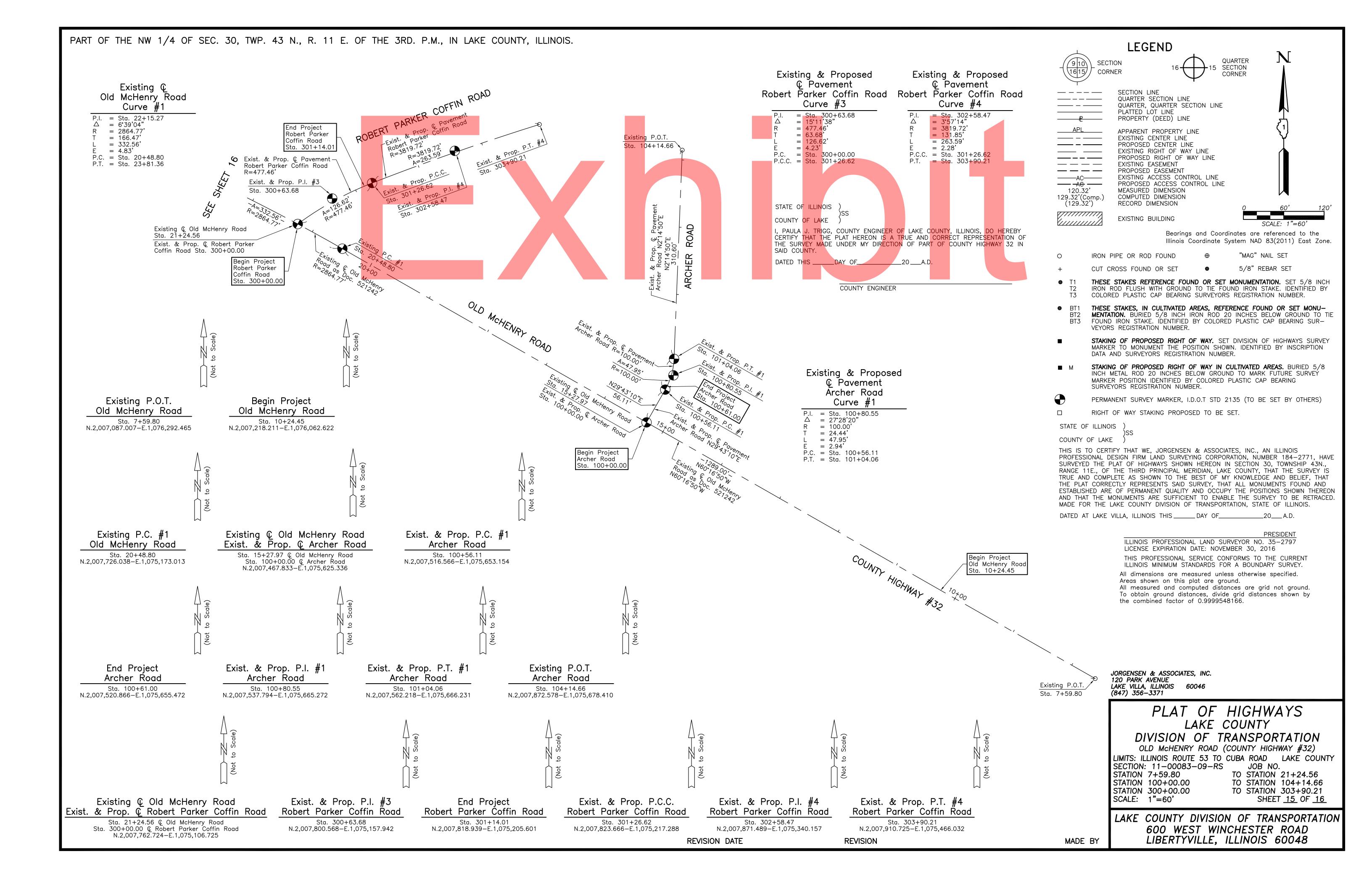


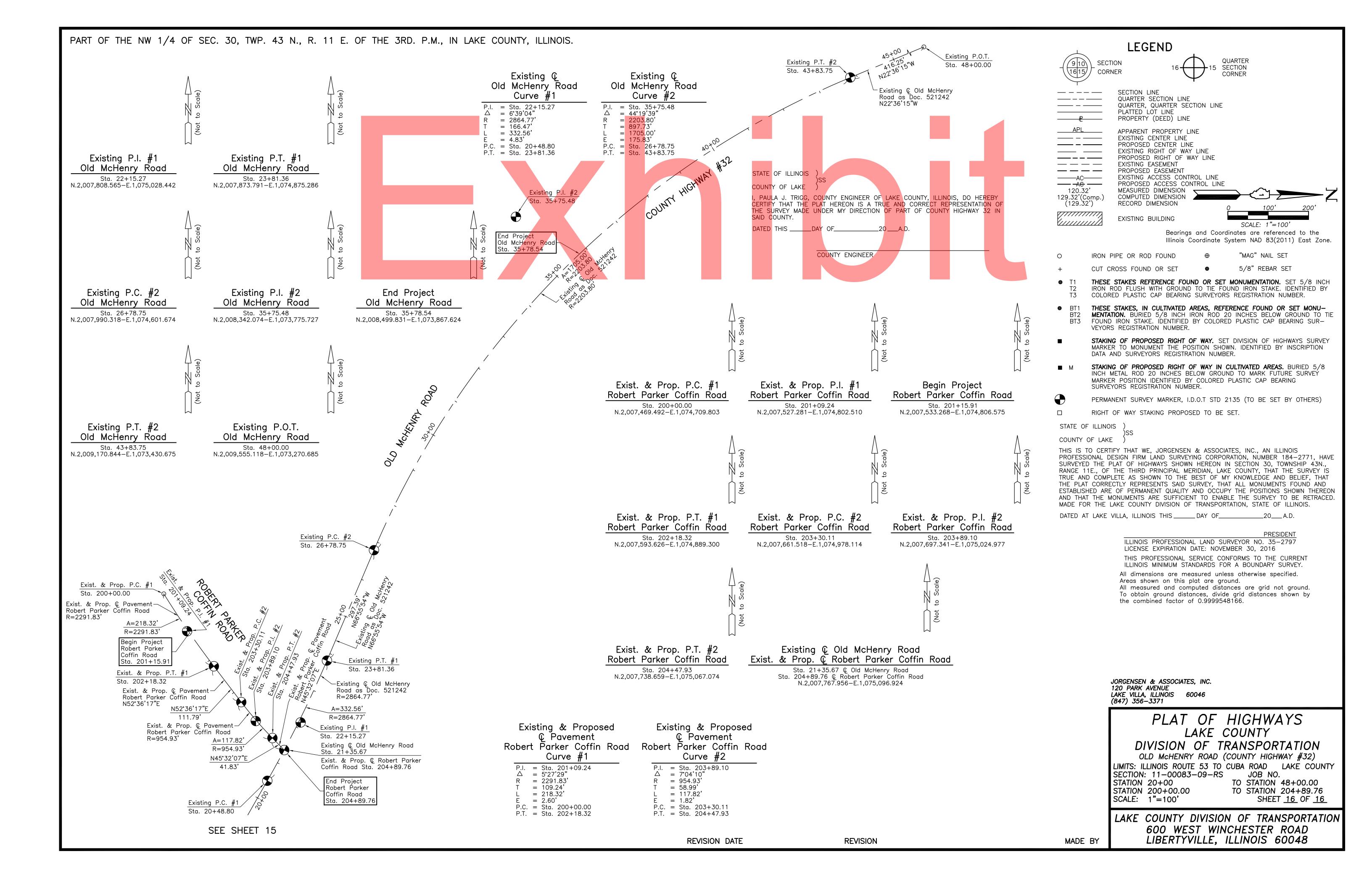


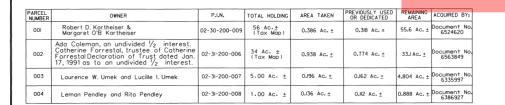












29.68.07 40.00'RT

0.30-07.82 74.99RI 30+07.82 91.88 RT

30-00.82 91.87 RT

1-40.00

1/4, NE 1/4, 31-46-NO. 49)

FAIRFIELD

Existing R.O.W. line per Doc. 1935955

Robert D. Kartheiser & Margaret O'B Kartheiser

31+00 S 89° 27' 46" W 32+00

P.I.N. 02-30-200-009

PLAT OF HIGHWAYS

THROUGH PORTIONS OF SECTIONS 29, 30, 31 & 32, TOWNSHIP 46 NORTH, RANGE 10 EAST OF THE 3rd PRINCIPAL MERIDIAN LAKE COUNTY, ILLINOIS.



6832194



SECTION CORNER MARKERS

LEGEND

129.32 (COMP)

(129.32)

OC

SHEE.

42+93.48 /43.51'LT.

42+91.00 43.46' RT

2

SEE

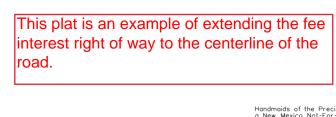
SEE

Sto. 42-92.09 @ 3.47' RT FD CAP IN CONC POC PARCE 001 POC PARCE 002 POC PARCE 003 POB PARCEL 004

SECTION LINE QUARTER SECTION LINE QUARTER, QUARTER SECTION LINE PLATTED LOT LINES
PROPERTY (DEED) LINE
APPARENT PROPERTY LINE CENTERLINE EXISTING RIGHT OF WAY LINE PROPOSED RIGHT OF WAY LINE

PROPOSED EASEMENT COMPUTED DIMENSION RECORDED DIMENSION
RIGHT OF WAY STAKING (TO BE SET POINT OF COMMENCEMENT

NOTE: Bearings are referenced to Minois State Plane East Zone NAD83(CORS). Grid distances and coordinates are shown. The average grid factor for the project is 0.3339946.



33+88.16 40.00'LT

001

002

420.01 N 89° 27' 46" E

PETITE LAKE ROAD 35+00 (COUNTY HIGHWAY NO. 51)

N 89° 27' 46" E 904.28' EXISTING R.O.W. LINE

--- S 89° 27'46''W 904.29' ---- 38+00 S. LINE, SE 1/4, 30-46-10³ 9+00 N. LINE, NE 1/4, 31-46-10

39+30.53/ 40.00' RT POB 002

-P- N 89° 27'46"E 213.51' **Q**03

004 41+43.59 40.50° RT POB 003 02-31-200-007

Centerline Curve-1

R-8000.00' L-216.47' Chd Brg-N 86* 41'15"E Chd Dist-216.46'

Curve-1 42+00

N 89° 27'46"E 148.00

Found 1/2" -Re-bar 0.21' W.

PART OF COUNTY HIGHWAY 51 IN SAID COUNTY. DATED THIS 134 DAY OF Morch

, MARTIN G. BUEHLER, COUNTY ENGINEER OF THE COUNTY AFORESAID.

DO HEREBY CERTIFY THAT THE PLAT HEREON IS A TRUE AND CORRECT REPRESENTATION OF THE SURVEY MADE UNDER MY DIRECTION OF

02-31-200-006 Ado Coleman, an undivided $\frac{1}{2}$ interest. Catherine Forrestal, trustee of Catherine Forrestal Declaration of Trust dated Jan 17, 1991 as to an undivided $\frac{1}{2}$ interest.

STATE OF ILLINOIS)

EXISTING R.O.W. LINE

THIS IS TO CERTIFY THAT WE, LAKE COUNTY DIVISION OF TRANSPORTATION HAVE SURVEYED THE PLAT OF HIGHWAY SHOWN HEREON, THAT THE SURVEY IS TRUE AND COMPLETE AS SHOWN TO THE BEST OF MY KNOWLEDGE AND

DATED AT LIBERTYVILLE, ILLINOIS THIS 1344 DAY OF MARCH A.D. 2012.

Stephen W. Hever

ILLINOIS PROFESSIONAL LAND SURVEYOR NO. 035-2848 LICENSE EXPIRATION DATE: 11/30/2012

THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR A BOUNDARY SURVEY.

PLAT OF HIGHWAYS
COUNTY HIGHWAY NO.51 - PETITE LAKE ROAL SECTION PROJECT STATION: SCALE: DRAWN BY:

181 00-00181-03-RS 29•67.83 TO 78•68.08 SWH 5/01/03 Revised POHsheet

REVISIONS: 9/13/05, 3/15/06, 4/11/06, 6/21/07 SHEET NO. 1 OF 5

(COUNTY STATION P.O.T. 29+67.85 P.C. 40+54.50 2099371.068 1046462.423 41+62.75 1046570.660 P.R.C. 42+70.97 2099376.026 1046678.830 P.I. 44+00.35 2099380 739 1046808 121 45+29.70 P.C. 53+37.06 2099384.575 1047744.844 P.I. 56+77.30 2000385 068 1048085 081 60+02.61 2099553.861 1048381.011 P.O.T. 78+68.09 1050003.551 2100474.389